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Graduate Degree Offerings

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Bellevue University — 2012/2013 Academic Catalog

This catalog contains official announcements of policies and practices for the academic years 2012-2013, effective July 1, 2012. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained in this catalog. This publication is not an offer to enter into a contract.

These academic policies will apply to all students who begin their academic program during the period of this catalog. If you are currently enrolled under previous catalogs, you have the option of remaining under those catalogs or substituting this new catalog. This option may be exercised by informing the Registrar in writing of the change.

You are expected to maintain the Standard of Progress stipulated in this catalog. The academic stipulations of the catalog will remain in effect for seven years from the date of matriculation of the students enrolled under it. If you have not graduated in this seven-year period, you will be subject to the provisions of a later catalog.

As a post-secondary institution of higher education, Bellevue University protects information and personal records in compliance with the regulations of the Family Educational Rights and Privacy Act of 1974, sometimes referred to as the Buckley Amendment, a part of Public Law 93-380, effective November 19, 1974.

Bellevue University admits students of any gender, race, color, age, religion, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the University. Bellevue University does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in the educational programs and activities it operates.

Bellevue University complies with the requirements of Title II of Public Law 101-542, as amended, also known as the Crime Awareness and Campus Security Act of 1990. The Safety Administrator is responsible for administering this Act.

If you have inquiries concerning Bellevue University’s compliance with the regulations implementing Title VI, Title IX, or Section 504, contact the Assistant Vice President for Student Engagement/Dean of Students at 402-557-7010. You also may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Bellevue University’s compliance with the regulations implementing Title VI, Title IX, or Section 504.
Identity

Bellevue University means innovation, risk-taking, and customer service to its students, staff, and faculty. Risk-taking is rewarded and entrepreneurship is valued. Bellevue University is a great place to work and innovation is evident in programs, delivery systems, general education, student service systems, and in the philosophy of the administration and University Board of Directors.

The community leaders who founded Bellevue College in 1966 had a vision that still resonates today—provide quality, cost-effective business and liberal arts degree programs that meet the needs of busy working students, employers, and society. From a small, one-building campus in the Omaha suburb of Bellevue, Nebraska, that original, down-to-earth vision has expanded worldwide.

Today Bellevue University attracts more than 16,000 students from the United States, and 60 foreign countries. It is a recognized leader in providing students with support service and technology tools that enable them to develop professionally and become global citizens. Bellevue University has alliances with businesses and educational institutions in the U.S. and abroad to provide educational programs that meet real needs. The University provides learning that gives students confidence to take control of their lives, and thrive in a connected, competitive world.

The University is structured in three academic units, each targeting specific needs:

The College of Arts and Sciences (CAS) offers undergraduate programs in seven professional areas and 10 traditional disciplines. Master’s degrees are awarded in seven areas including Communications, Healthcare Administration, Human Services, International Security and Strategic Studies, Justice and Crime Management, Leadership, and Security Management. The College of Arts and Sciences provides the General Education Core and the Kirkpatrick Signature Series to all Bellevue University students.

The College of Science and Technology (CST) offers undergraduate and graduate programs that are designed to advance skills of professionals in computer technology, business technology, media technology, and the natural sciences.

The College of Business (CoB) offers a range of professional and applied research degrees at the undergraduate and graduate levels. At the undergraduate level, CoB offers a bachelor’s of science degree with majors in accounting and business administration as well as accelerated bachelor’s of science degrees in business, nonprofit management, supply chain and logistics management, management, management of human resources, marketing management, and adult education. At the master’s level, CoB offers a flexible MBA degree with concentration areas, Master of Public Administration, and Master of Science degrees in acquisition and contract management, management with multiple concentrations, finance, and organizational performance. At the doctoral level, CoB offers a Ph.D. in Human Capital Management.

In addition, Bellevue University partners with organizations to create learning programs that give people increased knowledge and competence, creating lasting strategic advantages. Organizations that partner with the University share a belief that learning provides an important key to organizational impact in the 21st century. Bellevue University partners include leading non-profits like the U.S. Department of Defense and Fortune 500 companies, as well as global innovators. The College of Professional Studies (CPS) provides contextualized/customized programs that qualify for college credit in the areas of Professional Retail Management and Call Center Management.

Mission

Bellevue University effectively engages students in earning awards and degrees that prepare them to thrive in a connected, competitive world. We provide students with a powerful foundation for personal value creation, instilling the confidence they need to take control of their lives and to be responsible citizens of the global community. We teach the value of personal responsibility, the efficacy of the market system, and the importance of preserving and improving the unique American experiment in self-government.

Vision

To be a recognized leader in addressing the national challenge to increase educational attainment.

Values

- Integrity in all we do
- Belief in the transformational value of education
- Student-centric
- Market focused
- Innovative

Accreditation

Bellevue University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400 Chicago, Illinois 60602-2504.

Bellevue University participates in the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission.

Bellevue University has received specialized accreditation for its business programs: Bachelor of Science in Accounting, Bachelor of Science in Business Administration, and Master of Business Administration degree programs through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas.

Bellevue University Profile

Bellevue University is Nebraska’s largest fully accredited independent university of business, professional education, and the liberal arts. It is chartered by the State of Nebraska to “serve the people of Nebraska and neighboring states by making available higher education of superior quality at a modest cost.”
Background

Since 1966, when its first 409 students began classes in a single campus building, Bellevue University—then Bellevue College—has catered to the nontraditional student by providing day and evening class schedules and support services. After nearly three decades of enrollment growth and the addition of master’s degree programs, Bellevue College became Bellevue University in 1994. The University offers classes, degree programs, and certificates of completion at locations in Nebraska, Iowa, and South Dakota, as well as online. The University added its first Ph.D. program in 2009.

Active Learning Emphasis

The University is committed to your life and career success. We focus particularly on working students who seek advancement by acquiring broader, deeper knowledge, new skills, and academic credentials. A supportive learning environment emphasizes principles of active learning, which expose you to both theoretical knowledge and practical application. Traditional teacher-to-learner lectures are replaced by active involvement in learning, using applied workplace projects, through library and database research, interaction with teachers and other students, and supplementary multi-media.

Online Technology

Since 1995, when we began developing our first online classes, the University has been a leader in using online technology to increase access to courses, degree programs, and support services. The University developed a user-friendly online format, which incorporates text, graphics, video, and interaction with faculty as well as fellow students. More than 80 percent of the University’s students are enrolled in online classes. Dozens of undergraduate degree programs, graduate degree programs, and courses are available online, with more continually being added.

Facilities

The University strives to provide a quality physical learning environment. All Bellevue University main campus facilities have been built or renovated since 1993.

The John B. Muller Administrative Services Building, completed in 2011, is a 128,000-square-foot facility that allows for a OneStop service model to provide Bellevue University students with Academic Advising, Student Financial Services, Enrollment Management, Student Accounts, Student Records, Registrar’s Office, and International Programs. The Administrative Services Building also is the location for Bellevue University’s President, Marketing, Strategic Initiatives, Human Resources, and Outreach Offices. In addition, the Administrative Services Building provides a symposium and conference rooms in its garden level. These state-of-the-art facilities provide a meeting space for both intimate and large-scale gatherings, for use by both employees and community organizations.

The Educational Services Building, completed in late 2006, is a 72,000-square-foot building adjoined to the new Administrative Services Building (ASB). Its classrooms and meeting rooms have successfully accommodated the University’s growing student and employee populations. The building also houses the Information Technology and Systems Office, and the College of Science and Technology. Its proximity to the ASB allows students access to all student-facing departments with one visit.

The University’s Baright Bookstore opened in February 2008. Thanks to the generosity of the Hollis and Helen Baright Foundation and Follett Corporation, the 6,700-square-foot building provides nearly twice the usable space of the former bookstore. The store, operated by Follett, specializes in textbooks, educational supplies, and promotional items. The bookstore is also accessible if you study online, offering online ordering of required texts and materials at efollett.com.

Renovated in 2002, the Freeman Library and the Emma Lozier Addition house the University’s Integrated Media Center, Collaborative Learning/Study Areas, and a Learning Commons area which holds the Tutor Center, Writing Center, Career Coaching Center, Professional Enrichment Program (PEP), Study Abroad, and the Assistant Vice President for Student Engagement/Dean of Students office. The Integrated Media Center offers access to computerized and web-based resources, with training facilities and workshops on how to effectively use these resources. The library’s collection includes in excess of 117,000 volumes, as well as thousands of periodicals, audio/visual, and CD-ROM materials. Group and individual study tables are available for both serious study and leisure reading. Bellevue University and its librarians provide the academic services necessary to support and maintain quality undergraduate, graduate, and online education.

The Gordon Lozier Athletic Center provides facilities for basketball, volleyball, weight lifting, and fitness programs. In the Venteicher Wellness Center, exercise equipment further enhances our ability to meet the health and recreational needs of our total community, from you, the student, to alumni, faculty, and staff.

In September 1982, the University opened the Hitchcock Humanities Center, which includes an entrepreneurial lab, the College of Business, classrooms, and faculty offices. In 2004, a major upgrade included a new look and feel for the building and evolving the Criss Auditorium into a high-tech presentation center with web-conferencing capability. The center is also home to the Joyce Norene Wilson Art Gallery, in honor of Professor Wilson, who dedicated 42 years of service to the University prior to her retirement.

The Margre H. Durham Student Center was dedicated in December 1986. The facility was originally known as the Richard D. Winchell Student Center. This facility has been remodeled twice to accommodate changing student needs. Most recently, a major upgrade completed for the 2011-2012 academic year includes a game room, quiet study lounge, and the Student Activities Office. The building is also available for rental, accommodating meetings, training sessions, or private functions.
The R. Joe Dennis Learning Center was dedicated in 1993 and houses 23 classrooms, more than 30 full-time faculty offices, science, and language lab facilities. The 40,500-square-foot facility provides office space for faculty and includes Disability Services, the College of Arts and Sciences and the Vice President for Academic Affairs offices.

The Riley Technology Center and the A.C. Nelsen Computer Labs meet your evolving technology needs. The University continually upgrades software to meet the needs of today's workplace, and experts are on hand to help with any technology questions you may have. The 12,000-square-foot addition opened in fall 1999 and houses the Center for Academic Excellence, Center for Learning Innovation, computer classrooms, and labs.

The former IT&T office building that once housed the entire university is now the renovated Durham Administration Center. The building, featuring a 50-foot-high clock and bell tower, was dedicated June 16, 1994. This facility is now home to the Bellevue University Foundation, and the Chancellor's Office, as well as the Bellevue Chamber of Commerce.

In 2009, the University added the Rotert Building and the Educational Technology Building, thanks to Alice and Bill Rotert, who donated the land when the University purchased these two buildings. The Rotert Building houses meeting space and the Educational Technology building is home to the Center for Learning Innovation.

### Additional Locations

#### West Omaha – Lozier

The 22,000-square-foot Lozier Professional Center, in northwest Omaha, offers state-of-the-art technological facilities for progressive education. The facility is designed to meet the needs of technological advances and corporate training. The programs offered at the Bellevue University Lozier Professional Center are directed toward Accelerated Bachelor's Degree Completion Programs, graduate studies, Information Technology programs, and certificates of completion and corporate training. Annually, the center supports more than 1,500 students and dozens of corporations with training and education.

#### Lincoln, Nebraska

Bellevue University has offered degree programs in Lincoln since 1999 and in 2005 moved to an expanded and upgraded location in the Taylor Meadows Office Park, 1001 S. 70th St., Suite 219. This location features a 30-station computer lab, two large classrooms fully equipped for multimedia/computer access, a conference room, and administrative offices. Evening classes are offered Monday through Thursday.

#### Grand Island, Nebraska

Bellevue University opened offices in Grand Island in August 1990 on the campus of Central Community College. A full-time administrator staffs the Bellevue University office. Currently, Bellevue University offers Accelerated Bachelor’s Degree Completion Programs and graduate programs in Grand Island. As an enrolled Bellevue University student, you have access to the Central Community College facilities, including the library and computer labs, as well as Bellevue University’s online library and resources.

#### North Platte, Nebraska

Bellevue University has offered career-relevant degree programs on the campus of North Platte Community College (NPCC), a division of Mid-Plains Community College, since 2003. A full-time Bellevue University admissions counselor is available on the NPCC campus. In addition to Bellevue University’s online library and academic resources, you have access to the NPCC facilities, including the library and computer labs.

#### McCook, Nebraska

Bellevue University has offered career-relevant degree programs on the campus of McCook Community College, a division of Mid-Plains Community College (MPCC), since 2003. A full-time Bellevue University admissions counselor is available on the MPCC campus. In addition to Bellevue University’s online library and academic resources, you have access to the MPCC facilities, including the library and computer labs.

#### Council Bluffs, Iowa

Bellevue University has offered bachelor’s and master’s degree programs on the campus of Iowa Western Community College (IWCC) since 2005. A full-time Bellevue University admissions counselor is located in Stuart Hall, in the heart of the IWCC campus. In addition to Bellevue University’s online library and academic resources, you have access to the IWCC facilities, including the library and computer labs.

#### Sioux City, Iowa

Bellevue University has offered Accelerated Bachelor’s Degree Completion Programs in the Sioux City area since 1994. We continue to offer these programs on the Western Iowa Tech Community College (WIT) campus. A part-time Bellevue University admissions counselor is in an office on the WIT campus. In addition to Bellevue University’s online library and academic resources, you have access to the WIT facilities, including the library and computer labs.

#### Sioux Falls, South Dakota

Bellevue University has offered career-relevant degree programs at Southeast Technical Institute (STI) since 2003. A full-time Bellevue University admissions counselor is available on the STI campus. In addition to Bellevue University’s online library and academic resources, you have access to STI facilities, including the library and computer labs.
Cell Phone and Pager Policy

All cell phones and pagers will be turned off when in the classroom or library. If there are job related (on-call) or medical reasons (illness at home) to have the device active in the classroom/library/test center, the device will be set on the “vibrate” ring-mode, and the instructor/librarian/test administrator will be informed. In those cases, if you are contacted, you will need to leave the classroom/library to have the conversation. Cell phones and pagers are not allowed within the testing rooms of the test center at any time.

Computer and Network Use Policy

Bellevue University has the responsibility for securing its computing and networking systems (both academic and administrative) to a reasonable and economically feasible degree against unauthorized access, while making the systems accessible for legitimate and innovative uses. This responsibility includes informing persons who use the Bellevue University computer and network systems of expected standards of conduct.

It is important for the user to practice ethical behavior in computing activities because the user has access to many valuable and sensitive resources, and the user’s computing practices can adversely affect the work of others. For the good of all users, improper use and abuse of the computer and network privileges cannot be tolerated. Bellevue University authorizes user accounts solely for use in conducting course-related research and University business.

Internet access is granted to all users for the purpose of business or course related research. The Internet is comprised of many individual computers connected to a world-wide network. This network provides each user access to millions of pages of information that are outside the University. Individuals accessing the Internet via a computer located within the University’s network are warned that the University has no control over what quality content may be found through even the simplest search of the Internet and that many of the available pages may contain offensive, sexually explicit, or inappropriate material. The University does not condone intentionally accessing this information via the Internet connection.

Any person using a University computer or network resources does so within the bounds of this authorization. Persons who violate this policy will lose their access privileges to Bellevue University’s computing systems, pending an evaluation of the alleged violations.

For additional information, a complete copy of the policy statement discussing computer and network use is posted on the bulletin board in the student computer labs. Your use of bellevue.edu and affiliated websites is further subject to the Bellevue University website Terms and Conditions of Use.

Copyright Protection Policy

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the “fair use” doctrine, which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitations take the form of a “compulsory license” under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the U.S. Copyright Office.

Drug/Alcohol Policy


Bellevue University strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities. The University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including dismissal from the University or termination of employment and referral for prosecution, for violation of these standards of conduct. Disciplinary sanctions may include the completion of an appropriate rehabilitation program.

Alcohol is medically classified as a depressant drug and is just as dangerous as illegal drugs. Its effects are swift in the short term, and it also can cause long term problems. In the State of Nebraska, possession or use of alcohol as a beverage by an individual under the age of 21 is illegal.

Possession or use of alcohol on University property is prohibited. Empty or partially empty containers, caps, or alcohol related items would be considered possession. All alcohol found in University facilities will be confiscated.

The above policy is included in all pertinent school publications, including faculty, staff, and student handbooks. Members of the University community who may need drug or alcohol abuse counseling may contact the Human Resources Department or the Dean of Students’ Office for appropriate referral.

Annual Notification of Student Privacy (FERPA)

Section 99.7 of the Family Educational Rights and Privacy Act (FERPA) requires you to be informed of your rights under the FERPA regulations. These student rights include the following:
1. The right to inspect and review your education records. (See Inspect and Review of Educational Records.)

2. The right to request the amendment of your education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights. (See Amendment of Educational Records.)

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that the Act and regulations in this part authorize disclosure without consent such as University officials with legitimate educational interest.

4. The right to file with the U.S. Department of Education a complaint under Section 99.4 concerning alleged failures by the University to comply with the regulations of the Act and this part. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C. 20202

5. The right to obtain a copy of the policy adopted under Section 99.6 of the FERPA regulations. You may obtain a copy of the University’s FERPA policy from the Registrar, the Senior Director of Student Financial Services, or the Dean of Students.

6. The following has been identified as Directory Information and may be released without your written consent:

   - Student name
   - Student address
   - Major field of study
   - Participation in recognized activities and sports
   - Height, weight, and photos of members of athletic teams
   - Current employer
   - Current employer location
   - Job title
   - Dates of attendance
   - Degree and awards received
   - Most recent previous school attended

NOTE: All other personally identifiable information is considered Non-Directory Information and will not be released without your written consent.

As a part of FERPA policy, Bellevue University defines legitimate educational interest for University official as: a person employed by the University in an administrative, supervisory, academic or research, support staff, or a person employed by (or under contract to) the University to perform a special task, such as an attorney or auditor.

A University official has a legitimate educational interest if the official is:

1. Performing a task that is specified in her or his position description or by a contract agreement that is related to your education.

   - Performing a service or benefit relating to you or your family such as counseling, job placement, or financial aid.

2. An official of another school, upon request, in which you seek or intend to enroll.

3. Of the U.S. Department of Education, the Comptroller General, and state education authorities, in connection with certain state or federally supported education programs.

The University outsources functions to meet your service expectations during peak times to different organizations (subject to change based on contractual agreements) in support of University educational initiatives, including: Inquiries of prospective students: Colewell Salmon; Financial Aid Packaging: Kenaly Complement; Legal Services: Koley Jessen P.C., L.L.O.; Marketing: Zaiss & Company; Refunds: Sallie Mae; Marketing: Serendipity; Marketing: PhenomBlue; Public Relations: Jones PR; and Research: Corporate Analytics and Medallia, Inc.

FERPA permits the disclosure of personally identifiable information from students’ education records, without consent of the student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to university officials, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations require Bellevue University to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

1. In connection with your request for or receipt of financial aid.

2. If required by a state law requiring disclosure that was adopted before November 19, 1974.

3. To organizations conducting certain studies for or on behalf of the University.

4. To accrediting organizations to carry out their functions.

5. To your parents if they claim you as a dependent for income tax purposes.

6. To comply with a judicial order or a lawfully issued subpoena.

NOTE: The University will make a reasonable effort to notify you or a parent of the order or subpoena in advance of compliance.

7. To appropriate parties in a health or safety emergency.

8. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (99.31 9a) (13)

9. To the general public, the final results of a disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (99.31 (a) (14))
10. To parents of a student regarding the student’s violation of any Federal, State or local law, or any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31 (a)(15))

11. Information the school has designated as “directory information” under 99.37. (99.31 (a)(13))

Inspection and Review of Educational Records

You may inspect and review your education records upon request to the appropriate record custodian.

Submit a written request which identifies as precisely as possible the record or records you wish to inspect to the record custodian or an appropriate University staff person. The record custodian or an appropriate University staff member will make the needed arrangements for access as promptly as possible and notify you of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, you may inspect and review only the records which relate to you. Bellevue University reserves the right to refuse to permit you to inspect the following records:

- The financial statement of your parents.
- Letters and statements of recommendation for which you have waived your right of access, or which were placed in file before January 1, 1975.
- Records connected with an application to attend Bellevue University if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

Bellevue University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- You have an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against you.

Types, Locations, and Custodians of Education Records

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
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<td>Admissions Records</td>
<td>Registrar’s Office</td>
<td>Registrar</td>
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<tr>
<td>Cumulative Academic Records</td>
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<td>Registrar</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Student Accounts</td>
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</tr>
<tr>
<td>Financial Aid Records</td>
<td>Student Financial Services</td>
<td>Senior Director of Student Financial Services</td>
</tr>
</tbody>
</table>

Amendment of Educational Records

You need to ask the appropriate University official (Registrar, Dean of Students, or Chief Academic Officer) to amend a record. You should identify the part of the record you want amended and specify why you believe it is inaccurate, misleading, or in violation of your privacy or other rights. Please note this procedure excludes grades. (See grade appeals on page 18 for more information.)

Bellevue University may comply with the request or decide not to comply. If we decide not to comply, you will receive notification of the decision and advice on your right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of your rights. Upon request to the Chief Academic Officer, the University will arrange for a hearing, and notify you, reasonably in advance, of the date, place, and time of the hearing.

The hearing will be conducted by a hearing officer (who is a disinterested party). The hearing officer may be an official of the institution. You shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend your educational records. Bellevue University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the University decides the challenged information is not inaccurate, misleading, or in violation of your right of privacy, we will notify you that you have a right to submit a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision for placement in the record. The statement will be maintained as part of your education records as long as the contested portion is maintained. If Bellevue University discloses the contested portion of the record, it must also disclose the statement. If Bellevue University decides the information is inaccurate, misleading, or in violation of your right of privacy, we will amend the record and notify you in writing that the record has been amended.

Contact the Registrar or the Dean of Students with questions regarding FERPA or to file a complaint with the University.

The Solomon Amendment

The Solomon Amendment (1998) is a federal law authorizing institutions that receive federal funding to allow the Department of Defense:

- Entry to campus
- Access to students on campus
- Access to lists containing recruiting information on students

The Solomon Amendment identifies certain information that military recruiters may request about you if you are a student aged 17 years or older, and are registered for class(es). This information is known as Student Recruiting Information.
This information includes only:

- Name
- Address
- Telephone number
- Age
- Class level
- Academic major
- Place of birth
- Degrees received
- Most recent educational institution attended
- Email address

If you restrict the release of directory information under FERPA, then the University may not release such information to the military either (FERPA supersedes the Solomon Amendment.) There are additional guidelines for the release of data. The Office of the Registrar authorizes all data release to the requesting units. Please refer any requests to the Registrar.

**Online Education Policy**

Bellevue University does not warrant that the functions or information contained on bellevue.edu or affiliated websites or online environments will meet any requirements or needs you may have; that such websites will operate error free or in an uninterrupted fashion; that any defects or errors in such websites will be corrected; or that such websites will be compatible with any particular platform. In the event data/documents that are loaded directly to an online classroom or as an attachment to the learning management system are lost or in some way altered, every attempt will be made to recover the original data. However, to the extent such recovery is impossible or not feasible, you agree to hold Bellevue University harmless. You are advised to keep copies of all assignments.

Bellevue University may provide online classroom environments and other educational opportunities under agreements with software, hardware, or Internet service providers. In no event will Bellevue University be liable to you or other users for any incidental or consequential damages (including, without limitation, indirect, special, punitive, or exemplary damages) arising out of any use of, inability to use Bellevue University online, or for any claim by any party, even if Bellevue University had been advised of the possibility of such damages. Bellevue University’s total liability with respect to Bellevue University online shall not exceed the tuition paid by you or users for online courses. Please refer to the Bellevue University website Terms and Conditions of Use for further information regarding Bellevue University’s online policies.

**Personal Conduct Policy**

In matters of personal conduct, the University expects you to be governed principally by a sense of discretion and a regard for the interests and dignity of others. If you are unable or unwilling to participate in the University community in a mature, responsible manner reflecting the University’s mission, you may be withdrawn, refused the privilege of reregistration, or suspended or expelled from the University. The rights and privileges of Bellevue University students, with respect to conduct, are described in this section.

Bellevue University complies with the requirements of the Title II of Public Law 101-542, as amended, also known as the Crime Awareness and Campus Security Act of 1990. The Safety Administrator is responsible for administering this Act.

**Harassment Policy**

University policy prohibits any act of harassment against any individual associated with the University. In keeping with our educational mission, we will foster open learning and working environments. To meet moral as well as legal obligations, the University has developed procedures to protect both you and employees from harassment, as well as establish an environment in which such unacceptable behavior will not be tolerated. These procedures are published in the Student Handbook.

If you exhibit potential harm to yourself or others, you may be removed from the campus and/or classes and may be required to seek professional help. You will be required to submit a petition to the Dean of Students for consideration in returning to classes.

The University’s ethical obligation to provide an environment that is free from harassment and from the fear that it may occur is implicit. The entire collegiate community suffers when harassment is allowed to pervade the academic atmosphere through neglect, or through the lack of educational programs designed to clarify appropriate professional behavior and promote understanding of what constitutes harassment.

**Plagiarism Policy**

Plagiarism shall be defined as appropriation of the words, ideas, or creations of another without crediting the source. In case of academic dishonesty or plagiarism, the instructor shall attempt to discuss the matter with you prior to consultation with the Dean of Students. The instructor may take action as severe as giving you a failing grade in the assignment or course, or filing a written request for suspension or expulsion with the Dean of Students.

**Smoking Policy**

Bellevue University is a smoke-free institution. Therefore, smoking of any kind is prohibited in any campus building. Smoking is permitted outside of buildings in the areas designated. Smoking is not permitted at building entrances or exits.

**Student Complaint Policy**

Bellevue University affirms your right to bring forth complaints and is committed to resolving these matters in a fair, equitable, and timely manner, so as to protect the rights of both the individual and the community.
This Complaint Policy applies to your complaints that are not addressed by the Academic Appeals Procedures, Americans with Disabilities Act, Plagiarism, Student Conduct Code, Sexual Harassment Policy, student records policies, or any other existing formal procedure under which a complaint may fall.

You are encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved in an informal manner. If a satisfactory resolution cannot be reached informally, you need to submit the complaint to your Academic Advisor. The Academic Advisor is your liaison in the complaint process. Academic Advisors will help resolve your complaint by documenting and communicating your request, and following up with the department/College under which the complaint falls.

If satisfactory resolution is not reached with the department, College Dean, or your Academic Advisor, you may submit your complaint in writing to the Dean of Students for review. If a satisfactory resolution is still not reached, you may submit your complaint in writing to the Chief Academic Officer of the University, whose decision will be final.

Student Email Policy

Email is an official means for communication within Bellevue University. Therefore, the University has the right to send you communications via email and the right to expect that those communications will be received and read in a timely fashion.

University email accounts are available for all registered students and alumni. University communications will be sent to your official University email address. You are expected to check your University email account on a frequent and consistent basis to stay current with University-related communications.

Faculty may determine how email will be used in their classes. Faculty may expect that your official email addresses are being accessed and faculty may use email for their courses accordingly.

The University recommends checking email once a week (at a minimum), in recognition that certain communications may be time-critical. Course specific requirements may necessitate you access your email more frequently than once a week. You need to ensure there is sufficient space in your account to allow for email to be delivered. Emails that have been in the “trash can” for 30 days or more will automatically be removed.

You may have email electronically redirected to another email address. If you wish to have email redirected from your official address to another email address (e.g., @aol.com, @hotmail.com), you may do so, but at your own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve you from the responsibilities associated with communication sent to your official email address.

In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

Confidentiality regarding your records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

Email shall not be the sole method for notification of any legal action. While incidental personal use of email is acceptable, conducting business for profit using University resources is forbidden.

Examples of Inappropriate Use

Use of the University’s email system for inappropriate purposes is strictly prohibited. Inappropriate uses include, but are not limited to, the following examples:

- The creation and exchange of harassing, obscene, or threatening messages.
- The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.
- The creation and exchange of advertisements, solicitations, chain letters, and other unofficial, unsolicited email.
- The creation and exchange of information in violation of any laws, including copyright laws, or University policies.
- The knowing transmission of a message containing a computer virus.
- The misrepresentation of the identity of the sender of an email.
- The use or attempt to use the accounts of others without their permission.

Users who experience such inappropriate uses or who receive email related thereto, should immediately contact the University’s OneStop Welcome Center. Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communication. If you engage in this type of behavior, it will be considered a violation of the policy and may result in disciplinary action; including termination of your student email account. For additional information regarding disciplinary actions and appeals, please consult the Student Handbook.

Student Rights and Responsibilities

The University recognizes the following rights as those which the University has a duty to foster and protect for you:

1. The right to pursue educational goals and activities consistent with the mission of the University.
2. The right to bring forth complaints per the guidelines set by University policies listed within this catalog or most recent Student Handbook.
3. The equal right with others to appropriate, available services of the faculty, administrative offices, and counseling agencies of the University.
4. The right to fair and impartial evaluation of your academic work.
5. The right to due process in the University’s appeal and disciplinary procedures.

6. The right to have the University maintain and protect the confidential status of your academic conduct and counseling records. Except under legal compulsion, information contained in such records with the exception of name, major field of study, participation in recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degree and awards received, and most recent previous school attended shall not be released to agencies outside the University without your expressed consent. You shall specify what categories, if any, of your records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release. Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to your ability and character based on personal knowledge and the public reputation you have made for yourself in the University community.

You may obtain a copy of the University’s FERPA policy from the Registrar, the Senior Director of Student Financial Services, or the Assistant Vice President for Student Engagement/Dean of Students.

The following are among your recognized responsibilities as a student:

1. The responsibility to exercise initiative in contributing to and maintaining standards of academic performance as established by the faculty and governing authorities of the University.

2. The personal responsibility for acting in such a manner as to promote and ensure for fellow students and members of the University family the rights outlined above.

3. Individual responsibilities for your actions with respect to University rules and regulations.

4. Individual responsibility for your actions with respect to the provisions of local, state, and federal laws.

5. Responsibility for conducting yourself in a manner that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.

6. Responsibility to refrain from individual and group action that causes loss or damage to property and rights therein of the University, fellow students, or any other member of the University community.

7. You are expected to attend all class sessions or to actively participate in online classes, except in cases of significant circumstances (i.e. illness or death in the family). Notify faculty as soon as potential absences may occur.

8. You are bound by all rules, regulations, and processes of the Student Handbook that is effective during the terms of enrollment.

9. You are obligated to follow and be knowledgeable of the rules, regulations, processes, and requirements listed within your applicable catalog and Student Handbook, and as provided in the Bellevue University website Terms and Conditions of use.

**Federal Disclosure Information**

According to Federal Regulations, institutions must disclose certain information to enrolled students, prospective students, parents, and employees. On the following page (page 11) is a list of available disclosures, a brief description, contact, department, phone number, or where you can locate detailed information.
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<td>Athletic Program Completion Graduation Rates, Transfer Out Rate</td>
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<td>President’s Office</td>
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**Outreach and Partnerships**

**South Omaha Community Scholarship Program**

The South Omaha Community Scholarship Program at Bellevue University is designed to enroll, retain, and educate residents of South Omaha and Bellevue. This culturally and economically diverse section of the greater Omaha area has many Latino and low-income families. Bellevue University’s main campus is located just a few miles from South Omaha, providing a small school atmosphere close to home, work, and family. By participating in this program, you receive one-on-one advising throughout the completion of your degree program. Significant scholarship support and professional career development is available for traditional, nontraditional, and Accelerated Bachelor’s Degree Completion Program students.

**Associate’s Degree Transfer Agreements**

Bellevue University has articulation agreements with several U.S. colleges and institutions, and with universities abroad. These agreements allow students graduating with transfer courses or degrees in technical, career, or liberal arts fields to transfer directly to Bellevue University to complete a bachelor’s degree program.

Under agreements with two-year colleges, you will receive maximum program flexibility at a minimum cost, to receive full academic value for the associate level degree. If previously earned Bellevue University credit hours are included in the associate’s degree, they are not counted in the total number of transfer hours.

You must complete the remaining specified coursework to obtain your bachelor’s degree.

International institutions with articulation agreements include:

- Galilee College – Bahamas
- Hiroshima College of Foreign Languages – Hiroshima, Japan
- Osaka College of Foreign Languages and International Business – Osaka, Japan
- Senzoku Gakuen College, Mizonokuchi – Kawasaki, Japan
- Syrian Virtual University – Damascus, Syria
- Nanguo Business College of Guangdong University of Foreign Studies – Guangzhou, China
- Guangzhou Vocational & Technical Institute of Industry & Commerce – Guangzhou, China
- Anhui International Economy College – Hefei, China
- Shanghai Maritime University – Shanghai, China
- Jiangxi College of Foreign Studies – Nanchang, China
Community colleges with articulation agreements include:

- Alamo Community College – Texas
- Alexandria Technical College – Minnesota
- Amarillo College – Texas
- Austin Community College – Texas
- Blinn College – Texas
- Bossier Parish Community College – Louisiana
- Brown Mackie College – Kansas
- Butler Community College – Pennsylvania
- Central Community College – Nebraska
- Central Texas College – Texas
- Chaffey College – California
- City College of San Francisco – California
- Colorado Mountain College – Colorado
- Community College of the Air Force
- Community College of Baltimore County – Maryland
- Cowley County Community College – Kansas
- Cuyamaca College – California
- Dallas County Community College District – Texas
- Davidson County Community College – North Carolina
- Defense Language Institute – California
- Delta College – Michigan
- Des Moines Area Community College – Iowa
- Florida Community College at Jacksonville – Florida
- Fox Valley Technical College – Wisconsin
- Greenville Technical College – South Carolina
- Grossmont College – California
- Guilford Technical Community College – North Carolina
- Gulf Coast State College – Florida
- Gwinnett Technical College – Georgia
- Halifax Community College – North Carolina
- Hamilton College – Iowa
- Harrisburg Area Community College – Pennsylvania
- Hill College – Texas
- Hillsborough Community College – Florida
- Ivy Bridge College of Tiffin University – Ohio
- Iowa Lakes Community College – Iowa
- Iowa Western Community College – Iowa
- Johnson County Community College – Kansas
- Kaplan College
- Kirkwood Community College – Iowa
- Laramie County Community College – Wyoming
- Lakeshore Technical College – Wisconsin
- Lassen College – California
- Laurel Springs School – California
- Little Priest Tribal College – Nebraska
- Madison Area Technical College – Wisconsin
- Mendocino College – California
- Midlands Technical College – South Carolina
- Metropolitan Community College – Missouri
- Metropolitan Community College – Nebraska
- Miracosta College – California
- Mid-Plains Community College Area – Nebraska
- Moraine Park Technical College – Wisconsin
- Montgomery County Community College – Pennsylvania
- Mount Wachusett Community College – Massachusetts
- Mt. San Jacinto Community College – California
- Nebraska Indian Community College – Nebraska
- North Central Texas College – Texas
- Northeast Community College – Nebraska
- Northeast Wisconsin Technical College – Wisconsin
- Northampton Community College – Pennsylvania
- North Harris Montgomery Community College District – Texas
- North Iowa Area Community College – Iowa
- Northwest Iowa Community College – Iowa
- Oakland Community College – Ohio
- Odessa College – Texas
- Pensacola Junior College – Florida
- Pike's Peak Community College – Colorado
- Pima Community College – Arizona
- Polk State College – Florida
- Pulaski Technical College – Arkansas
- Ranger College – Texas
- Reading Area Community College – Pennsylvania
- Sinclair Community College – Ohio
- Skyline College – California
- Southeast Community College – Nebraska
Southeast Technical Institute – South Dakota
South Piedmont Community College – North Carolina
South Texas College – Texas
Southwestern Community College – Iowa
St. Philip’s College – Texas
Tarrant County College District – Texas
Texas State Technical College–Marshall – Texas
Trinity Valley Community College – Texas
Tulsa Community College – Oklahoma
Valdosta Technical College – Georgia
Valencia College – Florida
Vance-Granville Community College – North Carolina
Vatterott College
Waukesha County Technical College – Wisconsin
Western Iowa Tech Community College – Iowa
Western Nebraska Community College – Nebraska
Wisconsin Indianhead Technical College – Wisconsin
Xenon International Academy – Omaha
See bellevue.edu for complete information.

If you are a transfer student or have earned an Associate of Science (A.S.), Associate of Arts (A.A.), Associate of General Science, or Associate of Applied Science (A.A.S.) degree from a community college not listed, you may be admitted to Bellevue University under the same transfer arrangements.

Bachelor’s Degree Transfer Agreements

Four-year colleges with articulation agreements include:
- Buena Vista University – Iowa
- Bob Jones University – South Carolina
- Concordia University – Nebraska
- Creighton University – Nebraska
- Defense Acquisition University – Virginia
- Grace University – Nebraska
- Grantham University – Missouri
- Nebraska Christian College – Nebraska
- Western Governors University – Utah

Community College Advantage Partnership

The Community College Advantage Partnership is a program designed for transfer students who started or completed their associate’s degree at a community college and want to continue their education at Bellevue University.

If you have earned an associate’s degree from an accredited institution or have completed close to 60 credit hours, you may begin your accelerated degree program immediately. Courses are offered in class or online in a 36 credit hour format. You also must complete the Kirkpatrick Signature Series (a 9 credit hour cluster course) and up to at least 22 credit hours of electives, which can be taken at either Bellevue University or transferred in from another institution.

Once you have successfully completed a total of 127 credit hours and met the program requirements, your bachelor’s degree is awarded.

Military Students

Active duty military, retired military, and military spouses and dependents are welcome at Bellevue University. You may contact either the Military Enrollment Department on our main campus or the Offutt Air Force Base Education Office for assistance in continuing your education at Bellevue University. These representatives can assist with registration for classes offered on base, on campus, or online.

The representatives can help determine educational options, select courses, evaluate potential transfer credits, and counsel you on programs, including the Community College of the Air Force/Bellevue University articulation agreements. Military Tuition Assistance information is available at the Education Office located on military installations. At most installations, the registration process will be completed online.

You also can use the GI Bill, either in-service or out-of-service, and military education benefits. Veteran Services representatives are located in the Student Accounts Office on the Bellevue University main campus. If you are military or military-related, you are welcome to use all student services available at Bellevue University, whether you are taking courses on base, on campus, or online. These services include, but are not limited to, the library, recreation rooms, gym, student center, and University activities.

Military Education and Training

Credit is awarded for past military experience. Bellevue University has a long-standing tradition of supporting military students. As a part of this tradition, Bellevue University has entered into numerous agreements and joined the following military educational initiatives to support you: GoArmy.edu, Servicemembers Opportunity College, and Air University – Associate to Baccalaureate Cooperative Program (AUABC). Visit bellevue.edu for complete information on ways of earning credit.

On-Base Counseling

For information, contact the Offutt Air Force Base Education Office, 402-291-8853/402-294-0582, or Military Enrollment Management, 866-676-3614. Tuition for on-base courses is the same as on-campus courses.
**DSST Memorandum of Understanding (MOU)**

Bellevue University’s online programs are approved DSST distance learning programs. The MOU applies to active duty and reserve component military personnel who enroll by paying their own tuition and fees, who receive Veterans Administration (VA) reimbursement, or who receive tuition assistance (whether reimbursed by DSST, the service, or funded up-front by the service). Prior to enrolling, you must receive counseling from your installation Education Counselors regarding service-specific policies. For more information, contact the University office at Offutt AFB, contact DSST at 877-471-9860, or visit getcollegecredit.com.

**Servicemembers Opportunity College**

Bellevue University is a member of the Servicemembers Opportunity College (SOC), a consortium of national higher education associations with more than 1,900 institutional members. The SOC consortium functions, in cooperation with the Department of Defense (DoD) and the military services, help meet the voluntary higher education needs of service members. As a SOC member, Bellevue University recognizes the educational needs of members of the military and has developed policies to ensure convenient transfer of credit from other institutions and to allow you to complete the degree by taking your final courses at other institutions. We also award credit for learning that occurs in extra-institutional and non-instructional settings, and for specialized military training and occupational experiences.

Full details about SOC and your benefits as a result of our association with SOC are available from the Military Programs Department.

**ROTC: Aerospace Studies (Air Force) and Military Science (Army)**

You may participate in Air Force ROTC through cross-town enrollment with the University of Nebraska at Omaha or Army ROTC through cross-town enrollment with Creighton University. For further information, contact our Military Programs Department.

**Military Tuition Assistance**

You may use Government Tuition Assistance by submitting an approved Tuition Assistance Form to the Student Accounts Department. You may also email your Tuition Assistance Form to billing@bellevue.edu. You are responsible for payment of books, fees, and tuition not covered by Tuition Assistance. If you are using Tuition Assistance, you are responsible for turning in your Tuition Assistance Form prior to the class start date. For more information, please contact your Financial Counselor or the staff of the Student Financial Services Department, and consult the Costs and Policies section of this catalog.

**Yellow Ribbon Program**

Bellevue University is a Yellow Ribbon Program participant. That means you may be eligible for additional funds to cover costs. The Post-9/11 GI Bill pays up to a national yearly maximum that is set by the Department of Veteran Affairs on an annual basis. The Yellow Ribbon Program helps pay for tuition and fees in excess of that amount for classes that do not exceed the maximum class load you can take without permission. For more information, email VA@bellevue.edu.

**Veteran Services**

Veteran advising is available in the Veteran Services Office, Monday through Friday, from 8 a.m. to 5 p.m. Central Time to assist veteran students with any University or educational benefit matter by phone or in person. The Veteran Services Office is located in the Student Accounts Office in the Educational Services Building. The Veteran Services Office provides certification of enrollment and helps arrange for tutorial assistance, part-time employment of veterans, and other special programs and services as needed. Payment of tuition is not contingent upon receipt of Veterans Administration (VA) benefits.

**Veteran Work-Study Program**

Some veteran students qualify for the VA Work-Study program, which provides funds for part-time positions at various locations on campus. Direct any questions to the Veteran Services Office.

**Veteran Enrollment Status**

Check with the Veteran Services Office if you are not sure of your enrollment status. As a general rule for VA purposes, the following applies:

**Undergraduate Students**

- Full-time = 8 credit hours
- 3/4 Time = 6 credit hours
- 1/2 Time = 4 credit hours

**Graduate (Traditional)**

- Full-time = 6 graduate credit hours
- 1/2 Time = 3 graduate credit hours

**Use of Military Tuition Assistance (TA), TA Top-Up (TATU) and the VA Educational Benefit (GI Bill)**

If you are an active duty military member, you have the option of using Tuition Assistance (TA), TA Top-Up (TATU), or GI Bill. You may use TA or TATU for one class and the GI Bill for another. Military TA currently has certain restrictions, depending upon branch of service, i.e., an aggregate limit of $4,500 per fiscal year and a cap of $250 per credit hour, that must be considered when exploring which option to use. Contact the Veteran Services Office for an explanation of the advantages of each option.

**Pre-Professional Programs**

Bellevue University’s pre-professional programs offer a number of the foundation courses required by most professional programs, including: Allied Health; Architecture; Chiropractic Medicine; Dentistry; Divinity;
Engineering; Law; Medicine; Mortuary Science; Nursing; Occupational Therapy; Optometry; Pharmacy; Physical Therapy; and Veterinary Medicine. You are encouraged to directly follow the catalogs of professional schools to ensure that specific degree requirements are met. Enrollment Management counselors will assist you in coordinating programs between institutions.

# Academic Information

## Academic Honesty

Bellevue University is committed to academic excellence. Academic honesty from all University members is essential in achieving that objective. Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one’s own (plagiarism); receiving unauthorized aid on an assignment (cheating); using similar papers or other work product to fulfill the obligations of different classes without the instructor's permission; tampering with library, computer, or student materials; or facilitating dishonesty by others.

Penalties for academic dishonesty may include a grade of “F” on the work in question or for the course. In addition, if you are engaged in academic dishonesty, you will be subject to disciplinary action including reprimand, suspension, and/or expulsion from the University according to the policies and procedures of the University. The Student Handbook provides detailed information pertaining to academic dishonesty, including procedures for determining disciplinary action.

## Academic Classification

The number of semester credit hours earned determines your academic classification.

- Freshman – 0-29 hours
- Sophomore – 30-59 hours
- Junior – 60-89 hours
- Senior – 90 hours and above

## Course Numbers

100-199 – lower-division courses for freshmen and other students satisfying prescribed curricular requirements.

200-299 – lower-division courses for sophomores, freshmen of proven ability, and juniors and seniors satisfying prescribed curricular requirements.

300-499 – upper-division courses for juniors, seniors, and qualified lower-classmen of proven ability.

500-699 – upper-division courses for students enrolled in graduate-level studies.

700-799 – entry doctoral level courses for students enrolled in Ph.D. programs or Human Capital Certificate programs.

800-899 – upper and seminar level doctoral courses for students enrolled in Ph.D. programs or Human Capital Certificate programs.

NOTE: Regardless of delivery method, there is only one course number assigned per individual course.

## Class Load – Undergraduate Traditional Programs

The normal class load for undergraduate students is 9 credit hours per session. If you wish to carry more than the maximum at any given time, you must obtain the written permission of your Academic Advisor and the Dean of your college, or designated representative, prior to registration.

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Day</th>
<th>Eve.</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status*</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>International</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Normal class load</td>
<td>12</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Max. w/out permission</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

* To be considered full-time status, you must be enrolled in at least 8 credits day or evening, or a combination between the two sessions must equal eight. International students, you must be enrolled in at least 9 credits to be considered full-time, and are only allowed one online course per term.

You should keep in mind that most courses require two hours of study outside the classroom for every hour of class instruction.

## Class Load – Graduate Traditional Programs

If you are enrolled in the Master of Business Administration, Master of Science in Computer Information Systems, Master of Arts in Managerial Communication, Master of Science in Acquisition and Contract Management, Master of Arts in Human Services, Master of Science in Clinical Counseling, Master of Science in Management, Master of Science in Finance, Master of Project Management, Master of Science in Cybersecurity, Master of Science in International Security and Intelligence Studies, or Master of Science in Management of Information Systems courses and carrying 6 credit hours or more per session, you are considered a full-time student. If you wish to carry more than 6 hours at any time, you must obtain written permission from your college dean.

Ph.D. students must take 6 credit hours each term to be full-time. During dissertation, students must take at least 3 credit hours to be active.
Class Load — Undergraduate and Graduate Cohort-Based Programs

If you are enrolled in an undergraduate program, you are considered a full-time student when enrolled in 8 semester credit hours or more (International Students — 9 semester credit hours). If you are a graduate student in a cohort-based program, you are considered full-time when enrolled in 6 semester credit hours or more per term.

Change of Schedule

You are advised to keep any schedule changes to a minimum. For term-based courses, you must make any change by submitting a Drop/Add Form to the OneStop or processing the drop/add through BRUIN. International students, must ensure they maintain full-time status at all times. Students in traditional programs may change their course schedules by consulting with their Academic Advisor or through self-service.

If you are an undergraduate accelerated major student or graduate student in a cohort program and wish to drop/add, you should work with your Academic Advisor.

Changes of schedule may affect your financial aid. You must work closely with the Student Financial Services Office to minimize the impact of the rescheduling on financial aid and tuition payment schedules. Written authorization from Student Accounts indicating prior financial arrangements for tuition payment will be required for completion of the rescheduling process. Tuition for courses following the reschedule is assessed at the current tuition rate. Please see the education Costs and Policies section on page 24.

Withdrawal/Dropping a Course

You are encouraged to seek solutions to academic problems by utilizing Academic Advising resources. When considering withdrawal from the University, you should consult with your instructors and Academic Advisor to determine if this is the best course of action. International students should also confer with the Immigration Specialist to determine how withdrawing may impact your F-1 visa status.

Withdrawals usually impact your accounts, financial aid, tuition assistance, and veterans’ benefits status; thus you are encouraged to consult with your student financial counselor prior to withdrawal.

Responsibility for Withdrawal

You are responsible for initiating and ensuring the withdrawal process is complete. You should ask for verification of withdrawal when you do not personally complete the form or when you process a withdrawal through the BRUIN system (and do not receive an auto-response). If you wish to withdraw from a class after the “last day to withdraw or change to audit,” you must obtain your Dean’s approval through your Academic Advisor.

If you are an international student, you must secure authorization from an Academic Advisor prior to any course load adjustment.

Withdrawal from a Program

Prior to withdrawal, you are encouraged to meet with your professor and your Academic Advisor, to discuss alternatives. If you must withdraw from an accelerated, cohort-based, program you will follow the withdrawal schedule as stipulated in your financial agreement. You may initiate the withdrawal through your Academic Advisor; however, it is your responsibility to ensure the proper withdrawal forms are provided to the Student Accounts Office.

If you experience dramatic changes in your work or life during the year, your academic goals may be affected. You are encouraged to meet with your major professor, and with your Academic Advisor, to discuss alternatives.

If you have medical or family health issues, you are encouraged to contact Disability Services. If you are an international student, prior to contacting Disability Services, please confer with the Immigration Specialist to determine if you are eligible for a medical hardship or other exception available to F-1 visa students.

Attendance

All academic programs require the utmost participation of all students. Absence from academic programs is a very serious matter. It is understandable that sometimes events are beyond the control of the individual student. Should absences become excessive because of illness or outstanding job duties, you must meet with your professor or Academic Advisor to develop a plan of action.

Documentation of the cause of excessive absences will be requested from you. If you are experiencing medical issues or family health issues, you should contact Disability Services. Unexcused absences are never acceptable and could result in a significantly lower grade or failure for the course.

Attendance standards for international students and students receiving Title IV funds (financial aid) are established by federal regulation. Bellevue University complies with these federal regulations.

NOTE: Missing two or more classes without approval from the instructor could be grounds for dismissal.

Administrative Withdrawals

An instructor may recommend administrative withdrawal if your failure to attend class threatens your academic progress. Administrative withdrawal is an academic, not a disciplinary matter, and therefore, is governed by the established procedures described in the appropriate policy statements of the University. Please see the Student Handbook for more detailed information.

Medical Hardship/Compassionate Withdrawal Policy

You may submit a request for a medical hardship withdrawal and/or a compassionate withdrawal in extraordinary cases in which serious illness or injury (medical hardship) or another significant
personal situation (compassionate) prevents you from continuing your classes in a particular term, and arrangements with instructors for an extension or incomplete grade are not possible. The medical hardship withdrawal policy is not intended to apply in situations of chronic or ongoing medical, emotional, or psychological distress. To the extent that University policy applies in compliance with the Americans with Disabilities Act, if you have a chronic or ongoing medical, emotional, or psychological condition, you may apply to the Disability Services Specialist for an appropriate accommodation, which may or may not include complete withdrawal from school.

You must submit a Medical Hardship/Compassionate Withdrawal request within one year of the requested term to your Academic Advisor. You will have an additional 30 days to submit all medical documentation, unless documentation satisfactorily explains a longer time period. You can secure more information about the University’s Medical Hardship and Compassionate Withdrawal Policy within the Bellevue University Student Handbook and from your Academic Advisor. Prior to withdrawing, you are strongly encouraged to visit with your Academic Advisor to discuss possible options in lieu of withdrawal.

Grading Systems and Policies

Grading System

Instructors use the grading system below when reporting your final grade in each course. The faculty report final grades to the Registrar at the end of each course. They become part of your permanent record and are included in the computations of grade points earned and the grade point average.

Letter grades for courses with their respective grade point equivalence, are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Equivalence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Work of exceptional character</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>Superior work and distinctly above average</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Superior work and distinctly above average</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Work of average quality</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>Work falls below average, but clearly above failure</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Work fails to meet minimum requirements. No academic credit awarded</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Work fails to meet minimum requirements. No academic credit awarded</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>Official Withdrawal — Indicates official withdrawal from the course. It is not calculated in your GPA</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>Audit — No academic credit awarded</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Incomplete — If you are assigned a grade of “I” or Incomplete, this is not calculated in your GPA</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Pass — Used on a limited basis for specified courses. It is not calculated in your GPA</td>
</tr>
<tr>
<td>N</td>
<td>0.0</td>
<td>No Pass — Work fails to meet minimum requirements. No academic credit awarded</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
<td>W Official Withdrawal — Indicates official withdrawal from the course. It is not calculated in your GPA</td>
</tr>
<tr>
<td>AU</td>
<td>0.0</td>
<td>I Incomplete — If you are assigned a grade of “I” or Incomplete, this is not calculated in your GPA. It is a temporary grade the instructor gives at the end of the course to indicate that you have not completed the required coursework. Your instructor will provide a reasonable period of time to complete the required work — up to 12 weeks after the end of the class. If you do not complete the work according to the time frame specified by the faculty member, you will officially receive the grade you earned.</td>
</tr>
<tr>
<td>P</td>
<td>0.0</td>
<td>W Official Withdrawal — Indicates official withdrawal from the course. It is not calculated in your GPA</td>
</tr>
<tr>
<td>AU</td>
<td>0.0</td>
<td>I Incomplete — If you are assigned a grade of “I” or Incomplete, this is not calculated in your GPA. It is a temporary grade the instructor gives at the end of the course to indicate that you have not completed the required coursework. Your instructor will provide a reasonable period of time to complete the required work — up to 12 weeks after the end of the class. If you do not complete the work according to the time frame specified by the faculty member, you will officially receive the grade you earned.</td>
</tr>
</tbody>
</table>

Pass/No Pass Courses

You may elect to take specified courses on a Pass/No Pass basis. Pass/No Pass courses count toward the 127 credit hours for graduation and toward the 30 credit hour residency requirement. However, Pass/No Pass courses do not count toward graduation honor calculations because no grade points are assigned.

Additional limitations on student elected Pass/No Pass courses are:

1. Courses elected on a Pass/No Pass basis are limited to those outside the General Education Core Curriculum (elective courses only) and to courses outside your major and/or minor, with the exception of those courses offered only on a Pass/No Pass basis. In all Pass/No Pass courses, prerequisites must be met.
2. Some courses, beyond those discussed in item 1, will not be eligible for a Pass/No Pass basis. For specific exclusions, contact the appropriate Dean.
3. Approval to take a class Pass/No Pass must be obtained from your Academic Advisor and the appropriate director no later than the date to change a course to audit and to drop a course. Approval to change a course from a Pass/No Pass to regular grading must be made within the same time frame.
4. The Pass grade indicates performance at a “C” level or above in all Pass/No Pass classes. The Pass grade will count toward hours for graduation but will not be included in the GPA calculation.
5. Professional seminars and workshops offered for credit may be awarded a grade of Pass/No Pass.
Repetition of Courses

You may repeat a course to raise a previously earned grade. You will have to register for the new course and will be responsible for tuition, fees, and books. You may not retake an individual course after three failures (grade of "F" undergraduate-standing; "C-" or below graduate-standing).

Only the highest grade earned is computed in the Grade Point Average (GPA), and course credits are counted only once toward the required hours for graduation. Only coursework for undergraduate traditional programs, completed at Bellevue University, is considered in the GPA for repeated courses. Courses taken at other institutions, for which a grade of "A" through "C-" has been earned, are accepted for replacement of courses taken at Bellevue University.

You may repeat an undergraduate course that was failed at Bellevue University, at another institution; however, the original grade of "F" will remain on your Bellevue University record and the Bellevue University GPA will not be adjusted.

Grade Appeals

You have the responsibility and right to call to the attention of an instructor any grade which you believe to be in error. Before filing an official appeal to the administration, you must first meet with the instructor. If the instructor is no longer with the University, you must meet with the instructor’s director to seek clarification of the grade. If the grade is correctly recorded and you wish to appeal it, submit the initial written appeal of the instructor’s grade to the respective College Dean within 60 calendar days of the posting of grades in BRUIN following the procedures described in the Student Handbook.

Please note, the Dean may process your appeal in accordance with the colleges appeal procedure. The Dean has the authority to raise or lower the original grade that was assigned and has 15 days to respond to the appeal. If your concerns have not yet been addressed, the next resource is to appeal within 15 days to the Dean of Students. The Dean of Students will have 15 days to investigate and respond to the additional concerns addressed within the appeal. A final appeal may be made to the University’s Chief Academic Officer, the Vice President for Academic Affairs, within 15 days of the Dean of Student’s response. The Chief Academic Officer’s response is final.

Academic Standards of Progress

You are expected to maintain the Standard of Progress stipulated in this catalog. The academic stipulations of the catalog will remain in effect for seven years from the date of matriculation of the students enrolled under it. If you have not graduated in this seven-year period, you will be subject to the provisions of the next proceeding catalog.

Grade Point Average (GPA)

Your academic performance is measured by computation of the Grade Point Average (GPA). The GPA is determined by multiplying the grade point value earned in each course by the number of credits assigned to each course, summing the products of the courses attempted, and dividing by the total number of credits attempted. The average is computed only on academic work completed at Bellevue University. The effect of an “F” grade on the cumulative GPA can be changed by successfully repeating the course at Bellevue University, but will remain on the transcript as an “F.”

NOTE: Transfer credit, ELA credit, CLEP/DSST, NYU Foreign Language Proficiency exams, Computer and other proficiency tests are not computed into the Bellevue University grade point average.

Undergraduate Dean’s List

Bellevue University believes in rewarding excellence for your academic performance as a degree-seeking student in undergraduate programs. The dean’s list recognizes achievement of high academic standards.

As a degree-seeking student, you are eligible for the dean’s list, twice per academic year. Students who complete 16 credit hours for two consecutive terms, and earn a grade point average of 3.6 each term (Fall/Winter and Spring/Summer) qualify. Regardless of GPA, an “F” during the term of eligibility disqualifies students from making the dean’s list. You need to declare a major to be eligible for the dean’s list. Undecided or non-degree seeking students are not eligible for the dean’s list.

Undergraduate Minimum Standards of Progress

The minimum Standard of Progress is defined as follows:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-29</td>
<td>1.4</td>
</tr>
<tr>
<td>30-44</td>
<td>1.6</td>
</tr>
<tr>
<td>45-59</td>
<td>1.8</td>
</tr>
<tr>
<td>60 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

To complete the requirements for degree conferral, you need to maintain a grade point average that meets or exceeds a minimum Standard of Progress.

Graduate Academic Performance Standards

The completion of a master’s degree or Ph.D. program requires you to maintain an overall GPA of 3.0 or better in the graduate program. Master’s degree students are required to have no individual course below a 2.0 and Ph.D. students are required to have no individual course below a 3.0. Guidelines may be obtained from your Academic Advisor or the Dean of Student’s Office.

Maintaining Graduate Program Standing

Class attendance is critical to the interactive learning experience. Missing two or more classes without the approval of your instructor could be grounds for dismissal from a graduate program. The integrated nature of the programs requires you remain current in your assignments. If you miss one or more classes, you are responsible for making arrangements with your instructor to submit work prior to the class meeting. Late homework and assignments will not be accepted.
Academic Warning – Undergraduate
If you complete an academic session with a cumulative grade point average (GPA) less than the 2.0 required for graduation, but more than the applicable minimum Standard of Progress, you will be placed on Academic Warning. This action reminds you that graduation is impossible unless the academic record is improved. As long as your GPA remains in this range, Academic Warning will continue. Once you raise the GPA up to or above a 2.0, you will be removed from Academic Warning and placed in Good Standing.

Academic Probation – Undergraduate
If you complete an academic session with a cumulative GPA less than the applicable minimum Standard of Progress, you will be placed on Academic Probation by the Dean of Students. As a student on Academic Probation, you are not permitted to participate in any organized University activities except as part of class work. You will not be able to register for more than the minimum number of hours recognized by the University as constituting full-time status for a session. You will need to consult with your Academic Advisor to determine the exact number of hours and GPA needed to bring your record up to the minimum acceptable Standard of Progress before enrolling in the next session. Once you raise the GPA up to or above the applicable minimum of Standard of Progress, you will be moved from Academic Probation or Warning to Good Standing, depending upon the GPA earned. While on probation, you will have 8 credit hours to raise your GPA to acceptable standards, or you will be placed on suspension.

Academic Probation – Graduate
If you complete an academic session in which either the cumulative GPA or the GPA for the session falls below a 3.0, you will be placed on academic probation. As a graduate student on Academic Probation, you must raise your cumulative GPA to a 3.0 to qualify for graduation. Only courses in which you earn a 2.0 or better will be used to meet graduate degree requirements. On Academic Probation, you may not register for more than the minimum number of hours recognized by the University as constituting full-time status for a session. You will have 9 credit hours to raise your GPA to acceptable standards, or you will be placed on suspension.

Ph.D. students who complete an academic term in which either the cumulative GPA or the GPA for the term falls below 3.0 will be placed on academic probation. Graduate students on academic probation must raise their cumulative GPA to a 3.0 in order to qualify for degree conferral. Only courses in which you earn a 3.0 or better will be used to meet Ph.D. requirements. A student on Academic Probation may not register for more than the minimum number of hours recognized by the University as constituting full-time status for a session. If on probation, you have nine credit hours to raise your GPA to acceptable standards or be placed on suspension.

Academic Suspension – Undergraduate
If you are on Academic Probation and do not correct the behavior that generated the probation after taking 8 additional hours of coursework, you will be suspended by the Dean of Students. Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period begins at the end of your last session of enrollment prior to suspension.

If you have been suspended from your transfer institution, you will not be admitted to Bellevue University for a period of 12 months. If you were dismissed from another institution during the past five years, you may be accepted under the Academic Probation status with the approval of the Dean of Students. Applications from suspended students for re-admission or admission must be submitted to Dean of Students.

NOTE: See Student Financial Services Section for Financial Standards of Progress requirements.

Academic Suspension – Graduate
If you have been placed on Academic Probation and fail to raise your GPA to 3.0 or higher during the probation period, you will be placed on Academic Suspension by the Dean of Students. If you are placed on Academic Suspension, you may not enroll in any graduate courses in the College of Arts and Sciences, College of Business, or the College of Science and Technology for 12 months.

Return to Academic Good Standing
Your status may be upgraded according to the following guidelines. To initiate review and possible status upgrading, you or your Academic Advisor/major professor should request review by the Dean of the appropriate college or the Dean of Students.

- From “Warning” to “Good Standing” occurs when the condition that led to Warning has been rectified.
- From “Probation” to “Warning” or “Good Standing” occurs when the condition that led to Probation has been rectified.
- From “Suspension” to “Good Standing” occurs when the condition that led to suspension is rectified. You are advised to meet with your Academic Advisor for assistance. The notations of Academic Warning, Probation, and Suspension become a permanent part of your record. These notations are not removed after you earn an upgrade in status.

Appeals – Regarding Academic Standing
You may appeal any decisions made regarding academic status as defined by this catalog. If you wish to appeal your academic standing, you will need to file a written appeal 15 days from the date of written notification from the Dean of Students. Submit a detailed statement explaining the basis for the appeal to the Dean. Please include in your appeal letter any academically-relevant information demonstrating either the corrective action you have taken to address performance
deficits or strategies that will be taken to improve your academic performance. The Dean of Students will inform you of a decision within 15 days of receipt of the appeal. A final appeal may be made to the Chief Academic Officer—the Vice President for Academic Affairs (VPAA), within 15 days of the Dean’s response. The Chief Academic Officer’s decision is final.

Auditing of Undergraduate Courses

You may audit a traditional undergraduate course by registering for the course as an “Audit” at the time of registration. When auditing a course, you are not required to participate in class recitation, turn in papers, or take examinations, but are expected to attend class meetings. You may be asked to join group discussions to maintain the flow of the course. Academic credit is not awarded for an audited course. The tuition and fees for auditing are the same as regular course tuition and fees.

You may request that your registration be changed from “credit” to “audit” at any time until the end of week eight of a day, evening or summer session. The change must be approved, in writing, by the instructor of the course and the Registrar.

International students, or students enrolled in cohort programs or graduate programs, may not audit courses.

Degree Conferral

As of April 2008, Bellevue University confers degrees monthly. The conferral of degrees becomes effective the last day of each month. You need to clear all financial and academic obligations to the University prior to graduation. Diplomas will be sent six to eight weeks after your degree has been conferred and you have completed a diploma order form. For more information regarding degree requirements, please see page 41 for undergraduate degrees and page 45 for graduate degrees.

Honors – Undergraduate Only

To be eligible for honors at graduation, you need to complete a minimum of 60 credit hours at Bellevue University. Credit hours earned with grades of pass/fail do not count toward graduation honors. Computer proficiency tests, CLEP/DSST, NYU Foreign Language Proficiency Exams, ELA, or any other transfer credits also do not count toward honors. Degrees with honors are awarded to candidates whose cumulative grade point average in courses taken at Bellevue University fall within the following limits:

- Summa Cum Laude – 3.95 and above
- Magna Cum Laude – 3.88 through 3.94
- Cum Laude – 3.76 through 3.87
- With Distinction – 3.60 through 3.75

There are no honors in graduate or Ph.D. programs as it is an honor to be accepted into a graduate program.

Commencement Ceremony

You will be allowed to participate in only one commencement ceremony per degree. Your degree does not need to be conferred prior to participating. You are required to register by specific deadlines to participate in a commencement ceremony.

- The deadline for registering to participate in the Winter Commencement is November 15.
- The deadline for registering to participate in the Spring Commencement is April 1.

Academic Regalia

The approved “regalia” consists of a black cap, a black gown for both men and women, and a tassel.

Ph.D. students will wear a doctoral hood and regalia and will have a formal hooding ceremony in addition to the traditional ceremony. Graduates receiving master’s degrees wear a master’s hood. Undergraduates meeting the criteria also will wear honor sashes. If you wish to wear items other than the approved regalia, you will need to have those items approved by the full Board of Directors of Bellevue University. Submit your written request to the Chief Academic Officer 60 days prior to the commencement ceremony. If you fail to comply with standards for regalia, you will not be allowed to participate in commencement exercises.

Commencement Dates

All ceremonies begin at 9:30 a.m.—All dates subject to change.

- 2013 Winter Commencement — Saturday, January 26, 2013
- 2013 Spring Commencement — Saturday, June 1, 2013
- 2014 Winter Commencement — Saturday, January 25, 2014
- 2014 Spring Commencement — Saturday, June 7, 2014
- 2015 Winter Commencement — Saturday, January 31, 2015
- 2015 Spring Commencement — Saturday, June 6, 2015
- 2016 Winter Commencement — Saturday, January 30, 2016
- 2016 Spring Commencement — Saturday, June 4, 2016

Alumni Benefits

Graduates of Bellevue University join alumni worldwide and are entitled a variety of benefits, such as: free lifetime access to the University’s extensive library databases and services, free admission to regular season home athletic events, a 50% tuition discount on selected undergraduate classes, up to six credit hours per academic year, and waiver of the application fees for any Bellevue University graduate program.

Alumni receive news about the University in The View, Bellevue University’s newsletter to alumni and friends, and the electronic version, The View Online, as well as the AlumniLinkonline.

The Alumni Achievement Award is presented to alumni who distinguish themselves in their chosen field of endeavor, by active participation in community service and volunteer organizations, and
by generous and selfless giving of time, efforts, talents and financial support to further the mission of Bellevue University.

Alumni can access career and social networking sites and blogs at www.bellevue.edu/connected. To seek financial support and maintain the accuracy of mailing and electronic addresses, the University contacts alumni each year by phone.

Admissions

As a new student, Enrollment Management will be your initial point of contact. Staff members are available to provide assistance with the admissions process, provide educational planning to ensure academic success, assist with first term registration, and serve as liaisons during the admissions process for coordinating with other internal offices and departments.

Undergraduate Admission Requirements

1. To apply for admission to Bellevue University, you are required to submit an Application for Admission accompanied by a one-time application fee of $50 for undergraduate programs. (International students, please see section titled, “Admission of International Students to Undergraduate Programs.”)

2. Submit official documentation of high school completion or an acceptable equivalent to high school completion. This documentation can include an official high school transcript, a GED certificate, a certificate demonstrating that you have passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma, a homeschool letter of completion, or an academic transcript from a regionally accredited post-secondary school indicating completion of a two year post-secondary degree that is acceptable for full credit toward a bachelor’s degree.

If you are transferring from another institution of higher education, you also must satisfy the following requirements:

3. Submit an official transcript from each accredited post-secondary institution previously attended (the transcript must be mailed directly from the previous institution to the Bellevue University Student Records or electronically sent from authorized sending partners/schools). Transcripts must be submitted even though credit may not have been earned at the previous institution, and even though transfer credit may not be granted.

4. Additional requirements for undergraduate admission to the RN to BSN program are available at bellevue.edu.

Foreign Credential Evaluation Process

If you are a prospective student with foreign academic documentation, you will need to have that documentation evaluated by World Education Services (WES) prior to being accepted and matriculated at Bellevue University. You will need to order course-by-course evaluations by WES if you have foreign university credits to transfer to Bellevue. If you do not have foreign university credits to transfer to Bellevue, you will need to order a document-by-document evaluation.

WES will verify institutional accreditation status and complete a course-by-course evaluation containing the following: a description of credentials, including name and year awarded, name of institution attended, and major of field of study. It also provides the U.S. equivalent for each credential and lists all postsecondary subjects with their corresponding value expressed in the terms of U.S. semester credit and grade equivalents.

You can order a WES evaluation/transcript at wes.org. The website explains what you must provide and how much you will be charged.

5. Transfer in good standing from the last institution of higher education attended. No individual course will be accepted for transfer when it carries a grade below “C-.” Associate’s and bachelor’s degrees, however, are transferred in full.

NOTE: To satisfy minimum residency degree requirements, you must complete a minimum of 30 hours in residence at Bellevue University, including at least 12 hours in upper-level courses in each of your major areas (except for Business Administration majors that require 21 upper-level hours, and Accounting majors that require 24 upper-level hours).

6. If you are dismissed from another institution during the previous five years for academic or disciplinary reasons, you will be accepted for admission after one year has elapsed since dismissal from that institution. You will be accepted only in Academic Admissions Probation status. On occasion, you may be able to make special application to the appropriate college Dean and the Dean of Students, respectively, for provisional admission before completion of the one year suspension.

7. In all cases of transfer, Student Records completes the credit evaluation using guidelines set forward by the Council for Higher Education Accreditation (CHEA).

Admission of Athletes

1. To apply for admission to Bellevue University, athletes are required to submit an Application for Admission accompanied by a one-time application fee of $50 for undergraduate programs. (International student-athletes, please see section titled, “Admission of International Students to Undergraduate Programs.”)
2. Submit official documentation of high school completion (official high school transcript, GED transcript, or home school letter of completion) to Bellevue University.

3. Register with the National Association of Intercollegiate Athletics (NAIA) Eligibility Center* at playnaia.org and submit all required official documentation including: documentation of high school completion and official transcripts from all previously attended higher education institutions (inclusive of institutions where you might have earned A.P. credit). Freshmen eligibility documentation requirements include: ACT (18 or higher) or SAT (860 or higher) scores sent to the Center (NAIA code 9876) and class rank of 50 percent or higher (if not included on high school transcript) letter.

*Please note, both Bellevue University and the NAIA Eligibility Center both require their own original official copies of your academic records for determination of admission and eligibility.

If you are transferring from another institution of higher education, you also must satisfy the following requirements:

4. Submit an official transcript from each accredited institution previously attended (the transcript must be mailed directly from the previous institution to the Bellevue University Shared Support Services or electronically sent from authorized sending partners/schools). Transcripts must be submitted even though credit may not have been earned at the previous institution, and even though transfer credit may not be granted.

5. NAIA Eligibility Center includes the evaluation of transfer student eligibility requirements which mandates students who have never participated in athletics at an NAIA school or in college to register as well as freshmen. Please see the NAIA Eligibility Center website and your Bellevue University coach for guidance.

Admission of International Students to Undergraduate Programs

These guidelines and regulations apply to international students planning to study in the United States. If you are an online international student, refer to the general undergraduate admission requirements. You may not be residing in the United States while taking online classes if status is F-1.

Bellevue University is authorized by Citizenship and Immigration Services to issue the student Certificate of Eligibility Form I-20 for study in the United States. In compliance with the Immigration and Nationality Act, international students must be enrolled full time.

If you are an international student planning to attend Bellevue University classes in the United States, you will need to apply for admission to Bellevue University as a full-time, transfer, or graduate student. The Immigration and Nationality Act requires full-time attendance for all international students.

You may enter the English as a Second Language (ESL) Program if you score less than 500 on the Test of English as a Foreign Language (TOEFL) paper-based test, or 61 on the Internet-based TOEFL. If you have no TOEFL (or other English Language Placement Exam) score, and declare an interest to study English as a Second Language, you will only be allowed to enroll in English as a Second Language courses.

Again, if you are an international student applying for admission to the University’s undergraduate degree programs, including the ESL program, you should contact International Program Admissions. For specific information about admissions to graduate programs, please see the graduate programs section on page 23.

You can visit bellevue.edu for information and application requirements. The application fee for international students is $75 (U.S.). Bellevue University is committed to serving international students and has established an International Programs Office to process applications for admissions.

To apply for admission as an international student, you will need to submit the following:

1. Completed Application Form.
2. Affidavit of Support Form, with verification of funds, to include originals or certified copies of bank statements or statements of sponsorship (needed to complete eligibility for an I-20).
3. Official WES transcript (see Foreign Credential Evaluation Process information on this page).
4. TOEFL test results.
5. Non-refundable application fee of $75.

Admission is considered when all of the above requirements are met.

Admission Status of Degree-Seeking Students

After you complete the admission requirements, you will be granted full acceptance as a degree-seeking student. Full acceptance is automatically granted when all necessary documents are received, unless you are accepted on Academic Probation status.

Admission Status of Non-Degree Seeking Students

If you do not intend to earn a degree with Bellevue University, you will be asked to self-certify your high school completion. You will be required to provide evidence that course prerequisites are met in full upon registration. In addition, it is important to note, if you change your intent and wish to become a degree-seeking student, you will be required to submit a new application, declare the degree you wish to pursue, meet all of the admission requirements, and submit all official documents (described previously) to be fully accepted as a degree-seeking student.

Graduate Admission Requirements

When applying for admission for a graduate degree program, you are required to submit an Application for Admission and a non-refundable application fee. You also must meet the following admission requirements:

1. Possess a bachelor or masters degree from a regionally accredited college or university, or a U.S. equivalent degree from a nationally or internationally accredited college or university.
2 a. Have maintained a GPA of 2.5 or better from the most recent 60 credits of coursework earned toward the bachelor’s degree.

OR

2 b. Have a cumulative GPA of 3.0 or better for prior graduate work.

3. For the Master of Healthcare Administration only: have two years of related work history or equivalent experience.

4. Colleges may require letters of recommendation and essays in certain circumstances.

Admission is considered when you have met all requirements, and the University has received official and verified documents. The Director for Graduate Enrollment reviews all completed applications. In special circumstances, the college Dean may recommend a conditional admission if you have not yet been able to complete or fully satisfy all requirements. The Admissions and Standards Committee may interview candidates prior to a final admission decision should additional information be deemed necessary.

Admission of International Students to Graduate Programs

To apply for admission into graduate programs, submit the following:

1. Completed Application Form

2. Affidavit of Support Form, with verification of funds, to include original or certified copies of bank statements or statements of sponsorship (needed to complete eligibility for an I-20)

3. Official WES transcript demonstrating you meet admission requirements 1 and 2a or 2b listed in the section above.

4. TOEFL test results

5. $75 U.S. Application Fee, which is non-refundable. The GRE or GMAT is not required. As an international student, you are required to be in full-time attendance during the academic year, which does not include the summer sessions. You are considered a full-time student if enrolled in the English as a Second Language (ESL) Program for 9 credit hours.

NOTE: More on ESL courses is available at bellevue.edu.

If you are an international student who has been awarded a bachelor’s degree from a regionally accredited U.S. institution of higher education, you are able to apply for admission into Bellevue University’s master’s and doctoral programs.

Bellevue University acknowledges the differences in grading systems and standards outside the United States. A minimum grade point average of 2.0 in the undergraduate degree program is required to be admitted. A minimum grade point average of 2.5 is required for admissions before beginning the graduate level courses. The TOEFL or Michigan Test of English Proficiency test score is used to determine a student’s level. If you score less than 530 on the TOEFL paper-based test, or 71 on the Internet-based TOEFL, you may enter the English as a Second Language (ESL) Program.

Admission Requirements for Doctorate Degrees

If you hold a master’s degree and are interested in pursuing your Ph.D. through Bellevue University’s Human Capital Management Program, you are invited to enroll as either a certificate of completion student or Ph.D. student. You do not have to submit full Ph.D. admission materials until completion of Modules 1 and 2; however, immediate submission of Ph.D. materials is welcome.

1. You can take Modules 1 and 2, which will be correlated to certificates of completion if you choose not to pursue your Ph.D. Modules 1 and 2 prerequisites for admission into Modules 3 and 4 and full Ph.D. program.

2. Possess a graduate degree from a regionally accredited college or university, or a U.S. equivalent degree from a nationally or internationally accredited college or university.

3. All applicants for graduate admission to Bellevue University are required to submit an Application for Admission accompanied by a one-time application fee of $75 for graduate programs (This fee is waived for Bellevue University alumni).

4. Provide official transcripts.

5. Have maintained a minimum 3.0 undergraduate GPA from the most recent 60 credit hours of undergraduate coursework and 3.20 graduate GPA.

6. Have five years of professional experience.

7. International students who do not possess a degree from a postsecondary institution, where English is the principal language of instruction, must have a minimum score of 575 on the Test of English as a Foreign Language (TOEFL).

8. International credentials must be submitted to World Educational Services (at the applicant’s expense) for a formal evaluation.

9. GMAT or GRE – not required

Extended application materials required when applying for Ph.D. program as outlined below (must be completed prior to entering Module 3 and 4):

1. Submit a resume.

2. Write a 1000-word statement of interest describing your interest in
the study of Human Capital.

3. Submit one letter of nomination from employer.
4. Submit one letter of recommendation from a peer or personal reference.

Please submit all materials to Graduate Admissions at 402-557-7282 or phd.bellevue.edu.

Bellevue University reserves the right to modify all charges should such action be required. The following schedules for tuition and fees are effective for the 2012-2013 academic year.

Please note, all costs and policies for the Ph.D. in Human Capital Management are included in the doctorate bulletin.

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**Costs and Policies**

**Tuition for Undergraduate and Graduate Term-Based Programs for 2012/2013**

**Undergraduate Tuition – Classroom**

<table>
<thead>
<tr>
<th>Type of Tuition</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$250</td>
</tr>
<tr>
<td>ARCT/CIS/Cluster Tuition</td>
<td>$250</td>
</tr>
<tr>
<td>ELA Fee per portfolio submission</td>
<td>$250</td>
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</tbody>
</table>

**Undergraduate Tuition – Online**

<table>
<thead>
<tr>
<th>Type of Tuition</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$370</td>
</tr>
</tbody>
</table>

**Master’s Degree Tuition**

<table>
<thead>
<tr>
<th>Type of Tuition</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition – Classroom &amp; Online</td>
<td>$485</td>
</tr>
</tbody>
</table>

**Tuition for Undergraduate and Graduate Cohort-Based Programs**

**Undergraduate Programs – Cohort Programs**

<table>
<thead>
<tr>
<th>Type of Tuition</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition – Classroom &amp; Online</td>
<td>$370</td>
</tr>
</tbody>
</table>

**Undergraduate Minor in Cohort Programs**

Students who have completed or are near completion of their major are eligible.

<table>
<thead>
<tr>
<th>Type of Tuition</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition – Classroom &amp; Online</td>
<td>$370</td>
</tr>
</tbody>
</table>

**Master’s Degree Cohort-Based Programs**

<table>
<thead>
<tr>
<th>Type of Tuition</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition – Classroom &amp; Online</td>
<td>$485</td>
</tr>
</tbody>
</table>

**Ph.D. Tuition**

<table>
<thead>
<tr>
<th>Type of Tuition</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition – Classroom &amp; Online</td>
<td>$485</td>
</tr>
<tr>
<td>700-level courses</td>
<td>$485</td>
</tr>
<tr>
<td>800-level courses</td>
<td>$665</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Tuition</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-week boot camps (two required)</td>
<td>$500 (each)</td>
</tr>
</tbody>
</table>

**Tuition & Fees for Special Programs – visit bellevue.edu**

**Fees**

**Application Fee**

The fee applies to all students and programs and is non-refundable.

- Undergraduate: $50
- Graduate (waived for Bellevue University alumni): $75
- International Student (Undergraduate and Graduate): $75

**General College Fee**

General College Fees for academic and administrative support services and student activities.

- Term Based (Per term): $100
- Cohort Based Program (Per term): $100

**Additional Fees**

- Reissue of Diploma: $35
- Academic Transcript: $3 per transcript
- Returned Check Fee: $30
- Late Payment Fee: $15

**Specialized Instruction Fees**

These fees generally cover equipment, supplies and access to all laboratories and are listed in the Schedule of Classes with the course listing. Some courses may require additional expenditures for materials.

**Refund Schedule for Term-Based Programs**

The following refund schedules will be used to calculate refunds for all students who withdraw from class(es).

**NOTE**: Refunds are based upon the official start of the term/program (usually a Monday) and not the first day of class.

<table>
<thead>
<tr>
<th>Session</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-Week Session</td>
<td>100</td>
</tr>
<tr>
<td>Prior to start of term</td>
<td>100</td>
</tr>
<tr>
<td>1st week of term</td>
<td>100</td>
</tr>
<tr>
<td>2nd week of term</td>
<td>80</td>
</tr>
<tr>
<td>3rd week of term</td>
<td>60</td>
</tr>
<tr>
<td>4th through 5th week of term</td>
<td>0</td>
</tr>
</tbody>
</table>
**Refund Schedule for Cohort-Based Programs**

100% refund if withdrawn before or during the first week of class start within the program.

**Refund Appeal Process**

If you believe you have circumstances that may warrant an exception from Bellevue University’s published refund policy you should send your appeal, including all necessary documentation to:

Cathey Hanson, Senior Director, Student Financial Services
Bellevue University
1000 Galvin Road South
Bellevue, NE 68005 – 3098
Email: Cathey.hanson@bellevue.edu

**Refund Policy**

Refunds are based upon the official start of the session/program (usually a Monday) and not the first day of class. If you are eligible to receive a refund based on excess financial aid (for living expenses), corporate or military tuition assistance, or withdrawal from class, you will be issued a refund. If you receive your financial aid disbursement prior to tuition assistance, all tuition, fees, and books will be deducted out of the financial aid refund first. If Bellevue University refunds more money than you are eligible to receive, you are responsible for payment back to Bellevue University.

**Payment Options**

Bellevue University offers three primary payment options. In some cases, your primary option will not cover 100% of your educational cost so a secondary option will need to be determined. The Student Financial Services team will work collaboratively to deliver information to you to ensure your financing is secure therefore; your focus is on your learning experience. Studies have shown students who have their financing in place prior to beginning their studies are far more successful in obtaining their goals.

**Registration**

You can register for classes when registration opens. No payment is required at this time but is due the Sunday following the start of the session. Financial options available to you are:

**Cash-Self Pay Option**

This option is for you if you plan to pay all or a portion of your educational costs without alternative funding. Payment is due 14 days prior to class/session start. If full payment does not support your financial need, Payment Plans are available.

**Organizational Tuition Assistance Option**

There are two categories you can use under this option.

1. Employee Sponsored Option would be used if payment is made directly to Bellevue University by your employer. This option may apply to you if you are using:
   - Military Tuition Assistance
   - Corporate Billing Authorization
   - Letter of Credit (LOC)

2. Deferral Option would be used if payment is made directly to you from your employer and in turn, you are responsible to pay Bellevue University directly. This option may apply to you if you are using:
   - Corporate Reimbursement
   - Montgomery GI Bill
   - Military Top-Up (TATU)

**Federal Financial Aid Option**

The Financial Aid Option requires that 50% of Tuition and Fees will be covered by the amount of Financial Aid awarded and accepted. You are required to have your Financial Aid process completed by accepting your award within 14 days prior to class/session start in order to use this option. Payment due dates will be 45 days from the start of the class or session. If there is still a balance due, full payment...
will be required at that time unless a payment plan or an alternative financing option is chosen.

NOTE: It is important to remember that to receive 100% financing for your education, you may have to have more than one payment method in place.

Payment Plans

You may elect to pay tuition through a payment plan. Although you are not required to pay the entire balance upon registration, you must recognize your financial obligation for all tuition and fees at the time of registration. Payment plans are offered as a service to the individual student. Any failure to make payments promptly may cause denial of the payment plans in the future.

You may:

- Pay in full by your due date (14 days prior to class/session start).
- OR
- Sign up for a payment plan that divides the balance of your tuition and fees into three equal payments, with your first payment due 14 days prior to class/session start and then every 30 days thereafter.

International Students

As an international student, you also may use a payment plan; however, if you have an international draft drawn on a bank outside of the continental United States in excess of your cost, the draft will be posted to your student account. Any excess funds you may have once your account is paid in full will be refunded less any bank service charges once your check has been paid by the bank. If the draft is drawn on a bank inside the continental United States in excess of your cost, your refund will be issued according to the University’s refund policy.

Financial Aid – Undergraduate and Graduate

If you register using financial aid equal to or greater than your first payment, you may do so in lieu of paying your first installment. If the financial aid does not cover the entire cost, you will be required to pay the remainder of tuition and fees following your choice of payment options.

Late Payment Fee for Undergraduate and Graduate

Payments become past due one day following their due date and will be assessed a late payment fee of $15. You may be administratively withdrawn from all classes if any amount becomes past due or delinquent.

You are responsible for informing the University of any change of address. Payment plans are offered as a service to the individual student. Any failure to make payments promptly may cause denial of payment plans in the future.

Military Tuition Assistance

Please see the military information on page 14.

Corporate Tuition Assistance/Company Billing

If you are using Corporate Tuition Assistance (where the company pays Bellevue University directly), you may do so by providing Student Accounts with an official letter of credit from your employer on official letterhead. This letter should explain exactly what the employer is willing to pay (tuition, books, and fees) and stipulate when payments will be sent directly to the University, and if/when we should bill the company. If the company pays in full, you will not be required to make any payment. You are responsible to pay any portion not covered by your employer based upon the applicable payment schedule.

Reimbursement Payment Option

You may use the Reimbursement Payment Option if you receive reimbursement from corporations, businesses, and/or the Montgomery GI Bill of at least 70 percent of the total cost of tuition and fees. We require an authorization indicating you are eligible to participate in your organization’s reimbursement program, and some additional conditions apply. We will defer tuition and fee payment for 45 days from the end of classes. Your participation is voluntary, and the terms and conditions of the reimbursement agreement are not contingent upon the receipt of a grade or reimbursement by your employer. If you drop a course and the session has begun, tuition payment is due immediately. Under all circumstances, you are solely responsible for all tuition and fees due. Until the outstanding balance of your account is paid, you will be ineligible for future participation in the reimbursement program and continuation in your course of study.

Additional Policies

Completing Registration

If you do not complete registration by finalizing the necessary paperwork with Student Financial Services or Student Accounts, you will be dis-enrolled immediately.

If you are dis-enrolled, it will be your responsibility to re-register for your class(es). We do not guarantee the re-entry into the class(es).

Dropping or Withdrawal – Term-Based

Your account (Refund/Credit/Obligation) may be impacted if you withdraw. The amount of credit to be refunded or obligation to be paid by you will be determined by the tuition credit/refund policy in effect at the time of the drop or withdrawal action. See page 27 for withdrawal information.

Dropping or Withdrawal – Cohort-Based

If you need to interrupt your commitment (financial and academic) after the cohort program has begun, you may be able to recapture some of your investment through the Drop/Add Process. This allows you to re-enroll with a later cohort group, continuing your studies at the point at which they were interrupted. This is usually done at
the term break in the program, but may be done at another point in the program with special permission from the Dean of Students. The financial consequences will vary from student to student, depending on the point at which withdrawal from the first commitment/program is necessary, and on current federal financial aid regulations.

If you need to withdraw from the initial commitment because of work related reasons, contact your Academic Advisor. If you need to withdraw from the initial commitment because of health-related reasons, contact your Academic Advisor or Disability Services to discuss whether you qualify for a medical withdrawal.

What are the consequences of non-payment?
Your account is considered in a past due status one day after the due date of the course. An account hold will be placed on your account, preventing registration as well as the release of transcripts and diplomas. You will also be at risk for withdrawal from all future classes if payment is not made within seven days of the account entering a past due status. If a balance cannot be paid in full, payment arrangements can be made by contacting an Account Resolution Specialist at 1-866-664-7008 or ar1@bellevue.edu. After all internal resolution activity has been exhausted and a past due balance still remains, your account will be turned over to a collection agency.

Will I be withdrawn from courses for non-payment?
Bellevue University reserves the right to financially withdraw you if your student account is in a past due status. Withdrawal for non-payment can occur when you have not satisfied a past due balance prior to the start of your courses. While in this past due status a student has seven days to resolve the balance. If the balance is not resolved within seven days the student will be withdrawn from all future courses.

How do I get re-enrolled after Non-Payment Withdrawal?
To be re-enrolled in your course(s), payment must be made immediately. It is important to note that the payment must satisfy the past due balance as well as the amount due for the next scheduled course(s) if it is within 14 days of the start date. Once payment is made, it is critical for you to make contact with your Enrollment Counselor or Academic Advisor as soon as possible. This contact is a critical step in the re-enrollment process. Resolving a past due account balance does not automatically reenroll you into your future course(s). Re-enrollment may only occur if your next scheduled class has not started. Re-enrollment is also contingent on the availability of course(s). If you have any questions, please contact an Account Resolution Specialist at 1-866-664-7008 or ar1@bellevue.edu.

Credit Balance Policy
If you have a credit balance on your account, you will automatically be refunded on a daily basis. To leave the credit balance on your account, you may do so by completing an Authorization Statement Form at the Cashier’s Window in the Student Accounts Office. This Authorization Statement is good for the fiscal year it is signed; a new form must be signed each year. Refund checks not cashed within six months of the date issued may be deemed unclaimed property and submitted to the State of Nebraska.

Request for Statement of Account
To request a Statement of Account, fill out a Statement of Account Request Form through BRUIN by selecting e-forms. Student Accounts will process the request within three to five working days. For assistance, please contact OneStop Service Center at 402-293-2000 / 1-800-756-7920, option 0 — or by email at OneStop@bellevue.edu.

Stop Payment Charge
The University is not responsible for refund checks lost in the mail. In the event you do not receive your refund check and you wish Bellevue University to issue a new check, a stop payment fee (currently $25) will be deducted from your student account prior to issuing a new check.

Financial Obligations
All financial obligations to Bellevue University need to be paid in full at the undergraduate and graduate levels before official transcripts or diplomas are released.* If you have an outstanding balance on your account, you may not be allowed to participate in your commencement ceremony. If you are past due, you may be denied continuation of your classes/program and will not be allowed to enroll in future sessions.

*Students who have completed undergraduate work will have their documents released if their financial obligations are at the graduate level.
Financial Aid

Financial aid is money available to assist you with the costs of attending college. This assistance comes from the federal and state government, the institution, and private sources. Financial aid includes grants, scholarships, work-study programs, and student loans. Grants and scholarships do not have to be repaid.

Federal Work-Study allows you to work and earn money. Student loans and loans to parents for you must be repaid. In general, all U.S. citizens and eligible non-citizens enrolled in an approved degree program may apply for financial aid. Refer to the student eligibility criteria listed on the front of the Free Application for Federal Student Aid (FAFSA). Some scholarships are available if you do not qualify for other forms of financial aid. The University uses the federal methodology formula to determine financial need. You are encouraged to submit a FAFSA as early as possible after January 1.

Financial assistance disclosure information is available from any staff member of the Student Financial Services Office during normal operating hours. This information also is available on the University website.

The Student Financial Services Office prepares a personalized need analysis for each student interested in receiving aid. Individualized need analysis assures you full consideration for all types of assistance for which you may qualify.

Determination of sources and amounts of your financial assistance is made through calculation of:

- Expected student/family contribution
- Estimated educational expenses
- Other aid available to the student

The difference between student/family contribution and any other aid and educational expenses is the amount of unmet need. The financial aid package explains all sources of financial assistance for which you may be eligible including Title IV programs, government grants, and University funded programs.

Financial aid materials are contained on the Bellevue University website. Please begin the application process for financial aid eight to twelve weeks prior to the start date of your desired program. For additional information, please contact the OneStop Service Center at 402-293-2000 / 1-800-756-7920 — or by email at OneStop@bellevue.edu.

Financial Services Philosophy

The fundamental philosophy guiding our Student Financial Services Department is that no student should be denied an education due to lack of financial resources. Financial need is determined and awards are made without regard to race, color, religion, sex, national origin, age, or disability. We are committed to assisting you with obtaining financial assistance sufficient to meet primary financial need (tuition, books, fees, and transportation). Secondary costs of education (room, board, and personal expenses) may be considered in financial aid packages based on the availability of funds.

Federal Work-Study Program

This program provides financial assistance through part-time employment on and off campus. You may participate in the work-study program if you have documented unmet need. A work-study award is the total amount of money that you may earn during the school year. If you are hired in a work-study position, your earnings are drawn from the work-study award. Depending on hours worked during the year, you may or may not earn the total amount awarded. Federal Work-Study offers off-campus community service job opportunities in a variety of fields and locations. Please contact the Student Financial Services Office for work-study assistance early in the school year, as positions are limited.

Scholarships

The University scholarship program recognizes outstanding academic achievement of incoming freshmen, transfer students, and exceptional scholastic performance by upper-class students already in attendance. Academic scholarship requirements vary by the source of funding; however, awards are generally based on scholastic achievement. Other considerations may include extracurricular activities, personal recommendations, and financial need. Special ability scholarships are awarded in selected areas of proficiency such as athletics, art, languages, and special projects. For scholarship consideration that requires financial need, you will need to process a FAFSA. These applications are available through the Student Financial Services Office and online in the Financial Services section of bellevue.edu.

Scholarship funds are provided through a variety of sources and donors. Applications are reviewed throughout the academic year and specific deadlines are posted on the individual scholarships. Bellevue University utilizes STARS Online as its scholarship application system. Students can manage their own information, apply for multiple scholarships, and check award status from any computer. The link to STARS Online can be found online in the Financial Services section of bellevue.edu under Scholarships.

In determining specific priorities for the award of University based/funded scholarships, we will evaluate you using the following guidelines:

1. You need to be entering the University as a first-time freshman or a first-time transfer student.
2. You need to meet the specific criteria of academic achievement and/or special abilities or talent, as established for the particular financial assistance program for which you qualify.

3. You plan on matriculating on a full-time basis.

**Freshman Academic Achievement Scholarship**

The Freshman Academic Achievement Scholarship recognizes outstanding academic achievement of incoming freshmen who have just graduated from high school. It is a 4-year renewable scholarship based strictly on academic achievement as determined by the following criteria:

1. You need to be a first-time freshman enrolling at the University directly after high school.
2. You need to meet the specific academic requirements for this scholarship.
3. You are enrolling on a full-time basis and will remain enrolled on a full-time basis for each term within each academic year at the University.

The deadlines for scholarship consideration are August 1 (fall), November 1 (winter), and March 1 (spring).

**Financial Aid Policies**

**Class Attendance**

Federal regulations require us to verify that you attend and participate in each of your classes during the term in which you receive the aid. If attendance cannot be verified, all disbursed Title IV funds (Pell Grants, student loans, and other grants or scholarships) must be returned. If you receive financial aid and do not continue attending classes (family emergency, illness, etc.), you need to notify your financial counselor and an Academic Advisor immediately.

**Academic Transcripts**

Forward all academic transcripts from each institution previously attended to the Bellevue University Registrar for formal evaluation. Failure to do so may result in a change to non-degree status and termination of financial aid eligibility (see Degree Status below).

**Overlapping Enrollment**

Financial aid rules for overlapping enrollment periods are complex. If you have an overlapping enrollment period (even one day), it can severely impact your financial aid eligibility. Contact your financial counselor with questions about overlapping enrollment periods.

**Degree Status**

To be eligible for financial aid at Bellevue University, you need to be degree-seeking. You may not receive Pell Grant funds from more than one institution at a time.

**Enrollment Status**

**Undergraduate Students**

- Full-time = 8 credit hours
- 3/4 Time = 6 credit hours
- 1/2 Time = 4 credit hours

**Graduate**

- Full-time = 6 graduate credit hours
- 1/2 Time = 3 graduate credit hours

Computer proficiency tests and ELA/CLEP/DSST/NYU Foreign Language Proficiency credits do not count toward enrollment status for financial aid purposes. Enrollment status (full, 3/4, 1/2) determines eligibility for grant and loan money. Financial need is determined by subtracting expected family contribution plus other financial aid from cost of attendance. Cost of attendance is determined by enrollment status.

The following are examples of cost of attendance budgets and are provided for information only (figures are rounded for these examples). These examples may not reflect your individual case.

**Independent* Student Full-time Example**

<table>
<thead>
<tr>
<th>Tuition, Fees, Books</th>
<th>$8,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Expenses</td>
<td>$8,000</td>
</tr>
<tr>
<td>Total Cost of Attendance</td>
<td>$16,000</td>
</tr>
<tr>
<td>Expected Family Contributions (EFC)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Financial Aid (Pell Grant)</td>
<td>$4,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$9,000</td>
</tr>
</tbody>
</table>

This example means this student may have loan eligibility of $9,000

**Independent* Student Half-time Example**

<table>
<thead>
<tr>
<th>Tuition, Fees, Books</th>
<th>$4,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Expenses</td>
<td>$4,000</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$8,000</td>
</tr>
<tr>
<td>Expected Family Contributions</td>
<td>$0</td>
</tr>
<tr>
<td>Financial Aid (Pell Grant)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

This example means this student may have loan eligibility of $4,000

**Dependent* Student Full-time Example**

<table>
<thead>
<tr>
<th>Tuition, Fees, Books</th>
<th>$8,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Expenses</td>
<td>$4,000</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$12,000</td>
</tr>
<tr>
<td>Expected Family Contributions</td>
<td>$5,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

This example means this student may have loan eligibility of $5,000

**Dependent* Student Half-time Example**

<table>
<thead>
<tr>
<th>Tuition, Fees, Books</th>
<th>$4,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Expenses</td>
<td>$2,000</td>
</tr>
</tbody>
</table>
Total cost of attendance ........................................ $6,000
Expected Family Contributions ................................ $4,000
Financial Aid (Scholarship) ........................................ $1,000
Financial Need ....................................................... $1,000
This example means this student may have loan eligibility of $1,000.

* By federal definition, you are an Independent Student if you meet at least one of the following:
  • are at least 24 years of age
  • are a veteran of the U.S. Armed Forces
  • are serving on active duty in the U.S. Armed Forces for purposes other than training
  • are enrolled in a graduate program
  • are married
  • are a ward of the court/orphan
  • have children who receive more than half of their support from you
  • have dependents (other than children or spouse) who live with you and who receive more than half of their support from you

NOTE: Loan amounts are determined by grade-level (freshman, sophomore, etc.).

Cohort Undergraduate Enrollment Information

These programs can start every month; therefore, the payment period will be specified by a separate calendar.

If the academic year spans two financial aid award years (July 1 to June 30), you may be required to complete two FAFSA forms. The Student Aid Reports that result will be used to determine student loans for each term during a specific financial aid award year. Federal gift aid eligibility will be determined using the same method. If you, because of ineligibility or personal choice, decide not to use financial aid for the first or second term (semester), you may apply for the third term (semester) only, using the appropriate FAFSA for the current award year. The cost of attendance (COA) will be reduced according to current regulations. Repeats for this program generally do not qualify for financial aid. Consult your financial counselor for more information.

Co-Enrollment

You may receive financial aid at Bellevue University while also taking classes at another regionally accredited post secondary school. Bellevue University must have a consortium agreement with the other school, and the classes must count toward your degree requirements at Bellevue University. You will need to obtain documentation from the Student Financial Services Office to complete this process. You are responsible for completing the documentation. Co-enrolled means you are taking classes at both schools, for example, six hours at Bellevue University and six hours at Metro Community College during the Fall term, for a total of 12 hours during the Fall term.

Verification Process

Additional information may be needed to process your financial aid request. If you are selected for this verification process, you will need to provide the requested information within 14 days, or the Student Financial Services Office will not process the financial aid application. The information requested may be tax returns and/or other financial/family information. No financial aid disbursements will be made until the verification process is complete. Federal Family Education Loan Program (Student Loans) Loan applications require three working days to process. You should ensure that the necessary documentation is completed. All academic transcripts need to be on file and evaluated by the Registrar. If you are provisionally admitted, including if you have been academically suspended or dismissed from another institution (See Academic Information section), you will need to complete one full semester with a full-time course load and with a satisfactory Grade Point Average to qualify for Title IV loans. For problems or questions about student loans, contact your lender or guarantee agency. For unresolved disputes, contact the Department of Education Student Loan Ombudsman at 877-557-2575 or fsahelp.ed.gov.

Deferment

A deferment allows you to postpone loan repayment. The federal government pays the interest charges during the deferment period on subsidized loans. You are responsible for the interest accrued during deferment on unsubsidized loans. You may delay paying interest charges by capitalizing the interest, thereby increasing the loan amount. Most federal loan programs allow you to defer loans while attending school a minimum of half time. Deferrals of principal and interest also are available for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service (deferment forms are available from your lender, servicer, guarantee agency, or the Student Financial Services Office). Deferment is not permitted for loans in default.

Forbearance

A forbearance is the temporary postponement or reduction of student loan repayment while interest charges continue to accrue, even on subsidized loans. You must pay the interest charges during the forbearance period. Forbearances are granted at the lender’s discretion, usually in cases of extreme financial hardship or other unusual circumstances when you do not qualify for a deferment. Forbearance is not permitted for loans in default.

Entrance Interview Process

This one-on-one counseling, which discusses your rights, responsibilities, and repayment options as a borrower, is required for all first-time borrowers. This option is available online or in person.
Exit Counseling Process

An exit briefing is mandatory when you graduate, transfer, or stop attending Bellevue University on a minimum half-time basis. You may participate in an exit briefing by mail, online, or in person. For problems or questions about student loans, contact your lender, servicer, or guarantee agency. For serious problems or unresolved disputes, contact the Department of Education Student Loan Ombudsman at 877-557-2575 or fsahelp.ed.gov.

Student Loan Disbursement

Federal regulations require student loans to be disbursed equally during the enrollment period (three disbursements during the traditional terms (12-week terms). Disbursement dates are determined by the program or semester in which you are enrolled. Normally, disbursement dates are approximately two weeks after the beginning of each semester to allow time for class attendance verification. First disbursements will be delayed for 30 days for first-time, first-year borrowers. Contact the Student Financial Services Office for more information on specific dates. You will be notified in writing when student loan money arrives at Bellevue University. In accordance with the Family Education Rights and Privacy Act (FERPA), information regarding arrival of loan proceeds are not discussed over the phone.

Withdrawing or Dropping Classes

You may find it necessary to withdraw/drop from the University before the end of a term. If you drop a class or totally withdraw, you may cease to be eligible for financial aid or for a refund. A portion of the financial aid will be recovered and refunded to the appropriate federal program. Federal regulations may require you to repay part or all of the grant money you were given under the return of Title IV funds rule. You are encouraged to seek solutions to academic problems by utilizing the advising resources available through Dean of Students. When considering withdrawal from the University, consult with your instructors and Academic Advisor to determine if this is the best course of action. Withdrawals could impact your student account, financial aid, tuition assistance, and veteran benefit status. Your withdrawal date is the date you began the institution’s withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period of enrollment if you leave without notifying the institution; or your last date of attendance at a documented academically-related activity. See the Academic Information Section for more information.

Student Financial Services

Refund/Return of Title IV Policy (Return of Federal Funds and Unclaimed Refunds) – For detailed information, please see the Costs and Policies Refund section on page 24.

Official Withdrawals

(See Withdrawing or Dropping Classes section above)

When you officially withdraw from all classes for the term, the Student Financial Services Office will perform three steps in calculating how much of your Federal Financial Aid must be returned to the U.S. Department of Education or a student loan lender. This process is not related to the institutional refund policy that may be in effect at the time of your withdrawal.

Step 1 – We determine how much aid you are entitled to, or have “earned” by attending classes. The date that you start the withdrawal process and drop all classes is the official withdrawal date, and will be used to calculate the percentage of time you were enrolled in the term and how much aid you are entitled to receive. The calculation used for this policy will use the total number of calendar days you attended divided by the total number of calendar days of the enrollment period (minus authorized breaks of five days or more). The amount of aid includes funds actually disbursed plus those funds authorized but not disbursed at the time you withdrew.

Step 2 – Determine how much of the federal aid must be returned. The earned percentage is subtracted from 100 percent and determines the “unearned” amount of federal aid. This percentage called “earned aid” shall be subtracted from 100 percent, and the results called “unearned aid” shall be used to determine the amount of Title IV money that Bellevue University must return from institutional costs to the Title IV programs. Institutional costs are defined as charges that Bellevue University assesses you for education expenses that are paid to the University directly. The following education expenses are considered institutional costs: tuition, lab fees, and book charges. If you drop after the 60 percent point in the enrollment period, the percentage of Title IV funds earned is 100 percent. There is no institutional refund, nor is there a calculation of Return of Title IV funds. Prior to the 60 percent point, Bellevue University must determine the percentage of Title IV funds earned. We shall return the unearned amount of aid to all aid programs in a timely manner and in a specified order.

Step 3 – Determine who must return the unearned aid. This could be the University, you, or, in some cases, both the University and you. The unearned percentage also is used to determine, if necessary, how much the University must return of the federal funds it received as payment for tuition, fees, and bookstore charges. In the case where you receive Title IV funds greater than the “earned aid” amount, you may be subject to a return of some of the funds.

There are special rules for the return of money that you have received:

Loan proceeds – You (or your parent, in the case of PLUS loan), repay the proceeds according to the terms of the promissory note.

Federal grants (Pell/SEOG/ACG/SMART) – Fifty percent of the amount due in the return calculation is expected to be returned to the appropriate grant program. You need to repay these funds to Bellevue University within 45 days of notification, or make arrangements for repayment with the U.S. Department of Education. After 45 days, you will be placed in overpayment status and will not be eligible for further Title IV funds until this situation is resolved. Once the returned amount is determined, the federal funds must be returned in an order specified...
by law. This order is: Unsubsidized Federal Stafford loan, Subsidized Federal Stafford loan, Federal Perkins loan, Federal PLUS loan, Federal Pell Grant, and Federal SEOG, and other Title IV Programs. Federal Work-Study earnings are not affected. Below is an example of the Return of Federal Funds procedures if you officially withdraw. Copies of this and other samples of Return of Title IV Funds calculations are available from the Student Financial Services Office.

**Example #1 (12-Week Session)**

Student A has total institutional charges of $1,900, which include $1,619 in tuition and lab fees and $281 in books and supplies charged at the bookstore. The student enrolled in the Fall 12-Week session but withdraws from all classes after attending for 34 days.

The 12-Week session is 83 calendar days long. The student received a student loan for $2,000 and was awarded an $800 Federal Pell Grant.

**Step 1** – The student has earned 41 percent (34 days/83 days = 41 percent) of the financial aid that he/she already received. The amount of aid the student received was $900 (Total aid was $2,800 minus institutional charges of $1,900 leaves $900). The institution has earned the same 41 percent of the $1,900 it kept.

**Step 2** – The unearned percentage is 59 percent (100 percent - 41 percent = 59 percent). This is the percentage of federal funds that must be returned to the Title IV programs. The total to be repaid to the Title IV programs is 1,652 (Total Federal Aid is $2,800 multiplied by 59 percent equals $1,652). The amount of unearned aid, which must be returned by Bellevue University is $1121 ($1,900 institutional charges multiplied by 59 percent equals $1,121). The amount if unearned aid that must be returned by the student is $531 ($900 refunded to student multiplied by 59 percent equals $531).

**Step 3** – The institution must return the $1,121 to the student loan lender because student loans have the highest priority in the Return of Federal Funds order.

The student must repay his or her portion to their student loan lender under the terms and conditions of their promissory note.

**Attendance Verification Policy**

Prior to release of financial aid funds, the University must, by regulation, verify you have attended and participated in each of the classes in which you are enrolled. Faculty members report attendance status to the Student Financial Services Office during the first two classes. If you fail to attend or the faculty member fails to provide attendance information to the Student Financial Services Office, the University will place your financial aid on hold until verification of attendance can be received. We will notify you of this action and will request that you obtain the faculty member’s verification through the automated system. The Student Financial Services Office must receive the verification notification before financial aid funds can be released. If you are receiving financial aid and do not continue attending classes (family emergency, illness, etc.), you need to notify the Student Financial Services Office and an Academic Advisor immediately.

**Standards of Progress**

The U.S. Department of Education regulations require not only that you maintain a satisfactory Grade Point Average but also complete a satisfactory number of credit hours each academic year. You must do quality work and produce a sufficient quantity of credit hours to demonstrate that a degree will be earned within a set time. These standards apply to all periods of enrollment, including those in which financial aid was neither applied for nor received. You need to meet these standards to be eligible for any of the Federal Title IV student aid programs. The Federal Title IV Programs governed by this policy include: Federal Pell Grant, Federal Perkins loans, Federal Supplemental Education Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), Science and Math grant (SMART), Federal Work Study (FWS), Federal Stafford Subsidized and Unsubsidized Loans, and the PLUS (Parental Loans for Students) Program, and Graduate PLUS Program. The state grant program governed by this policy is the Nebraska State Grant Program (NSG).

**Undergraduate Students Minimum Standards of Progress**

You need to maintain the following minimum Grade Point Average:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-29</td>
<td>1.4</td>
</tr>
<tr>
<td>30-44</td>
<td>1.6</td>
</tr>
<tr>
<td>45-59</td>
<td>1.8</td>
</tr>
<tr>
<td>60 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Graduate Students Minimum Standards of Progress**

A student in a graduate program must maintain a 3.0 GPA or better to meet minimum standards.

**Academic Progress**

As a student you must have a financial need to be eligible for financial aid. As a student you must demonstrate satisfactory progress toward completion of a degree program to continue receiving financial aid.

The Standards of Progress review is conducted each term and each time you apply for a loan. If Standards of Progress are not met, you will be notified in writing that you are ineligible for all aid, including student loans, until the standards are again met or exceeded on a cumulative basis. Exceptions may be made for mitigating circumstances, such as serious illness or a death in the family. In this case, you are required to provide appropriate documentation. You will need to complete, with a passing grade, two-thirds of all hours attempted during the school year (school year will consist of Fall Term through Spring Term). Hours attempted are those that you are registered for at the start date of a session, plus hours added during late registration. Hours dropped after the start date of a session will be counted as hours attempted. This is monitored every July, so you may appeal before the start of the next school year. If you do not meet minimum requirements, you will be suspended from receiving financial aid.
You will be notified by letter and given the opportunity to appeal the decision to deny aid (see Appeals of Financial Aid Suspension below).

**Standards of Progress will be reviewed as follows:**

1. Prior to issuing any aid, i.e. Pell, FSEOG (Federal Grants), LEAP (State Grants), FFELP (Student Loans), an academic history is reviewed to determine your status.

2. At the end of each session, the Registrar reviews all students to determine their Academic Standards of Progress. This information is provided to the Student Financial Services Office for review to determine which students are receiving financial aid. If you are not meeting Standards of Progress, you will be placed on financial aid suspension until you have submitted an appeal to the Financial Aid Appeal Committee for review.

3. Applicants who have met the requirement for graduation and choose not to apply for graduation are suspended from receiving additional aid. You may appeal the decision to the Financial Aid Appeal Committee, which reviews appeals on a case-by-case basis.

**Results of Failing to Meet Standards of Progress**

1. If you are routinely placed on probation for one term, you are required to obtain the specific GPA and/or pass all courses attempted for that term. After the probation term, if standards have not been met, you are not eligible for any type of financial aid, unless severe mitigating circumstances exist (see Appeals of Financial Aid Suspension below).

2. Aid is denied if you repeatedly drop courses or withdraw from the University (see Appeals of Financial Aid Suspension below).

3. Although a maximum number of terms for completion of a degree is stated (see Maximum Time Limits below), all applications for aid are reviewed to determine if the applicant is making satisfactory progress toward degree completion. If you earn 144 hours (including transfer hours) or more, you will be placed on financial aid suspension until an appeal is submitted to the Financial Aid Appeal Committee.

**Appeals of Financial Aid Suspension**

Any student has the right to appeal. The appeal must be in writing and addressed to the Financial Aid Appeal Committee (FAAC) stating the reason for failure to make satisfactory progress. Appeals take seven working days to process. Should you choose to appeal, you would be notified in writing of the committee’s final decision. If the FAAC determines that mitigating circumstances exist, it reinstates your financial aid and informs you of any special restrictions.

**Maximum Time Limits – Undergraduate Programs**

The completion of these undergraduate programs will take no longer than six years of full-time attendance. A half-time student will take no longer than 12 years to complete an undergraduate program. An explanation is required if you exceed 144 credit hours (six years multiplied by 24 credit hours = 144 credit hours).

**Maximum Time Limits – Graduate Programs**

The completion of these graduate programs will take no longer than three years of full-time attendance.

NOTE: If you exceed the above stated time limits, you are required to submit a written explanation of the mitigating circumstances to the Financial Aid Appeals Committee. If you meet degree requirements but choose not to apply for graduation, you will be denied further Federal Title IV financial aid.

These standards apply to all periods of enrollment, including those in which financial aid was neither applied for nor received. These standards must be met for you to be eligible for any of the Federal Title IV Student Aid Programs.

**Effects of Audit, Withdrawal, Repeat, and Incomplete Grades on Financial Aid**

**Audit (AU)** — No financial aid is given for classes taken in this status. No credit is earned toward completion of degree requirements; therefore, you are not eligible for financial aid.

**Withdrawal (W)** — Official withdrawal from the course. These hours are counted toward the two-thirds completion rate for the year. No after-the-fact financial aid is paid for classes in which a grade of “W” is assigned.

**Repeat** — Financial aid is paid for classes you choose to repeat, as long as these classes count toward completion of the degree program. It may be academically sound for you to repeat certain classes to bring your GPA up to acceptable standards. Accelerated Bachelor’s Degree Completion students generally do not qualify for financial aid for repeats occurring during completion of their major. See Financial Aid for further information.

**Incomplete (I)** — This is not a final grade. The Student Financial Services Office considers the grade of “I” as a “soft” “F” or failure. This means that unless you complete your unfinished coursework within the appropriate time frame, the grade will change to an “F.” Please see Grading System on page 17 for more information.

**Study Abroad**

Contact the Student Financial Services Office if you intend to study abroad. You will provide Student Financial Services with documentation of your application for admission and acceptance to your choice of a study abroad school. This documentation will indicate class(es) to be taken, enrollment period, and relevant cost for the program. You will provide written confirmation from the appropriate faculty/Dean that your study abroad classes will transfer to Bellevue University toward your degree completion. You will complete a Certificate for Dual Enrolled Students and submit to the Student Financial Services Office.

Student Financial Services will prepare a consortium agreement as the home institution with your visiting institution for the purposes of eligibility for Title IV Federal Aid. You will make arrangements with Student Accounts to have the financial aid applied to your account and any credit balances mailed to an address of your choice.
Bellevue University provides services to meet the many academic and nonacademic needs of its diverse student body. Whether you are entering Bellevue University directly from high school, transferring, or as an adult student returning to earn your degree (in class or online), Bellevue University is focused on your success. Below are the functions and services we provide to support you academically.

**Academic Resources**

### Academic Advising

The mission of Academic Advising is to ensure that you have the assistance and information you need to be successful in your academic endeavors. Bellevue University is committed to an academic advising program that guides you to discover and pursue life goals while encouraging you to become an engaged self-directed learner, competent decision-maker, and responsible citizen. We offer advising to all students, regardless of location. The academic advisor/student partnership is a collaborative effort and it is important that you connect with your academic advisor on a regular basis.

Academic Advising offers a variety of services, with qualified staff to answer your questions and resolve problems. You can expect assistance with:

- Degree completion planning;
- Career exploration;
- Utilizing BRUIN and Student Self-Service;
- Filing and addressing concerns, appeals, and complaints;
- Referral to academic support services;
- Transferring credit from another institution; and
- Conferral and Commencement registration.

For more information about Academic Advising services, please review the Student Handbook, or visit bellevue.edu.

### Center for Student Engagement

The goal of the Center for Student Engagement (CSE) is to provide programs and activities designed to support students and promote academic, personal, career achievement, and progress towards graduation. The role of the Center for Student Engagement is to assist students in accomplishing their personal, educational, and career goals as well as providing the valuable support they will need throughout their educational journey at Bellevue University.

The Center for Student Engagement is comprised of departments that support students with their academic and career endeavors: Athletics, Career Coaching Center, Dean of Students, Disability Services, Experiential Learning Assessment, International Programs, Learning Assessment Center (the Test Center & the Tutoring & Study Skills Program), Library, Professional Enrichment Program (P.E.P.), Study Abroad, and Student Activities.

As a University team, the Center for Student Engagement is responsible for coordinating: University retention and graduation efforts, academic progress, new student orientations, virtual services (virtual reference librarians, online tutoring, distance proctoring, online career coaching, and other support), early warning notifications, and the commencement ceremony.

### Disability Services

Bellevue University is committed to ensuring programs are readily accessible to and usable by people with disabilities. Program access is provided in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. Bellevue University prohibits disability discrimination, and assures equal opportunity to access the institution, to include participation in educational activities and access to academic programs.

Disability Services, under the direction of the Assistant Dean of Students, provides appropriate accommodations to all students with documented disabilities. To request disability support services, students must submit complete and appropriate documentation that verifies eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990/Amendments Act of 2008. Students are encouraged to register with Disability Services as early as possible, as eligibility must be established before services may be provided and as accommodations are not retroactive.

Further information regarding Disability Services is available via the Student Disability Guide in the Student Handbook. You may also visit
the Disability Services section of bellevue.edu or visit the Disability Services office on Bellevue University's main campus.

Disability Services
R. Joe Dennis Learning Center, Room 538
Phone: 402-557-7417 or 402-557-7422
Fax: 402-557-5405
Email: disability@bellevue.edu

Experiential Learning Assessment (ELA)
Experiential Learning Assessment (ELA) is a directed method that enables students to earn credit for college-level learning through work, outside activities, and life experiences. Credit granted for nontraditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University grade point average. This learning can be evaluated for credit through testing or Experiential Learning Assessment.

International Programs
International Programs exists to serve international students. International Program staff members are available to provide comprehensive services focused on your success. These services include: international student admissions, new student orientation, arrival assistance, cultural adjustment workshops, guidance and support regarding F-1 visa requirements, benefits, and responsibilities, and a welcoming environment. Further information regarding International Programs is available in the Student Handbook. Please visit the International Programs section of bellevue.edu or the International Programs office on Bellevue University’s main campus in the Administrative Services Building for more information.

Learning Assessment Center
The Learning Assessment Center was established to meet the academic needs of a diverse student population. Services include the Test Center, and the Tutor and Study Skill Programs.

Library
Renovated in 2002, the Freeman/Lozier Library houses the library's collection including more than 117,000 volumes, more than 46,000 current periodical subscriptions, Collaborative Learning/Study Areas, and the new “Learning Commons” area. The Library also provides access to computerized and web-based resources along with the training facilities to teach you how to effectively use these resources. Bellevue University and its professional librarians provide the academic services necessary to support and maintain quality undergraduate, graduate, and online education. Access to the library’s entire collection is available electronically through an online catalog (eCatalog), along with eight other Nebraska Independent Library collections. Online access to information is provided free of charge to you and faculty of Bellevue University through various databases. Visit the “Database Services” portal for the full listing of all databases at bellevue.edu/services/library.aspx. These databases can be searched through the “Discovery Search tool” capable of searching all available full-text databases or those by academic subject area.

Additional valuable services and resources:

Virtual 3D Library — Explore the Bellevue University virtually and visit the Reference Desk, Computer Pod, and Classroom.

Copyright Center — The Copyright Center was established in the spring of 2007 to provide information including: the University’s copyright policy, links to copyright websites, copyright permission request form, process flowchart, FAQs, HEA Compliance, features, tutorials, videos and images. The Copyright Center can be found on the library webpage at http://libguides.bellevue.edu/copyright.

24/7 Librarian — Chat or email reference experts live and around-the-clock.

Text-A-Librarian — Send question and receive answers from the library through text messaging. Text “BULibrary” to 66746 for instructions.

ERes — A powerful and easy-to-use electronic reserve system where you can access reserve materials online any time day or night.

BUILD IT (Bellevue University Information Literacy Development Interactive Tutorial) — This online tutorial was developed to introduce you to all the services and resources available from the University library, and guide you through the research process. The five modules each focus on a different aspect of research, and it offers interactive quizzes and database searching.

Journal Holdings — This comprehensive list of the library’s electronic and print periodical titles gives you a simple way to find information from among all our accessible databases and journals.

LibGuides — These resources, compiled by our librarians, include research assistance, subject guides, and program/course specific guides.

NoodleBib — Create and edit MLA and APA style source lists (i.e. MLA Works Cited Lists, APA Reference Lists, etc.) with this web application.

Internet-Based Tutorials — 38 online tutorials to explore on topics such as: Copyright, FERBA, HIPAA, Counseling, etc.

Digital Archives — These print and digital materials were created by the University for students, faculty, staff, and alumni. Items include newsletters, news clippings, books, documents, videotapes, microfilm, photographs, DVD’s, and CD’s.

Turnitin.com — In your classes, you may use this web tool, recognized worldwide as the standard in online plagiarism prevention.

Library Research Tutorials — Access these tutorials, complete with screen shots and audio, to learn more about using the various library databases.

You may borrow library materials with your Bellevue University ID card. A reciprocal borrowing agreement allows you to check out materials...
from 30 other Nebraska College and University libraries if materials are not available at Bellevue University. Community users may obtain borrower’s cards for an annual fee. Staff will assist you with many aspects of information retrieval. Reference librarians provide formal instruction to classes and can help you with your research projects. Materials not owned by the library may be borrowed for a small fee through Interlibrary Loan.

Other valuable resources include: “More Than Books” newsletter, Facebook fan page (facebook.com/bellevueulibrary), and “Facts From the Stacks” BLOG. For more information regarding the library and its services, stop in or contact us at 402-557-7314, or email library@bellevue.edu, or visit bellevue.edu/services/library.aspx.

Professional Enrichment Program (PEP)
The goal of the Professional Enrichment Program (PEP) is to enhance persistence and increase student retention by offering workshops that instill the confidence students need to take control of their lives through collaborative efforts across work areas, such as utilization of the Career Coaching Center, Library, and Study Skills Program. PEP offers workshops centered on providing success strategies in: balancing work, family and school; interviewing; library use; managing finances; networking; resume writing; study skills; test-taking strategies; and time management. If you are interested in the program or workshops, please send your request to pep@bellevue.edu or call 402-557-7024.

Study Abroad
International Education Programs at Bellevue University offers affordable and immersive study, volunteer, service-learning and internship programs to Bellevue University students throughout Latin America, Europe, and Africa. IEP academic programs offer experiences for a wide variety of majors and include direct-enrollment programs at large prestigious universities abroad.

Students can earn credit that will count towards their degree. The credits may transfer back as pass/fail, electives, upper division credits within any given major, or core curriculum/general education hours, and skill sets prior to entering the working world. Studying abroad is an incredible way to gain real world experience in a particular academic field or future profession.

Customized internship and volunteer abroad opportunities offered by IEP allow students and recent graduates to focus their academic studies, gain relevant work experience, and immerse themselves in the workplace and society of a foreign country. Service-learning and volunteer abroad opportunities in developing countries around the globe provide students with intercultural experiences and opportunities for meaningful travel.

For more information on destinations and types of experiences offered, contact the IEP Study Abroad office at 402.557.5084 or via email at studyabroad@bellevue.edu.

Test Center
The Bellevue University Test Center is a National Test Center that offers CLEP, DSST, New York University (NYU) Foreign Language Proficiency exams, and Computer Proficiency tests to earn college credit. Additionally, the Test Center staff administers make-up exams, online tests, Math and English placement exams, the Miller Analogy Test (MAT), and correspondence tests. To schedule a test appointment email testing@bellevue.edu or call 800-756-7920, ext. 557-7428. The Test Center provides support for online courses requiring proctored exams. If you reside in the Greater Omaha area, you are required to take your exams at the main campus or at the Lozier campus Test Center. If you live outside the Greater Omaha area, you need to nominate a test proctor who meets the Test Center guidelines. Please visit us at bellevue.edu/testcenter for detailed information about the Test Center.

Tutor and Study Skills Program
Tutoring and study skills assistance are available to students and alumni free of charge Tutoring is available in a variety of subject areas including: Accounting, Algebra, Business, CIT/CIS, Science, and Statistics. Assistance with study skills includes: time management, concentration, note taking for textbooks and lectures, and effective study habits. Tutor sessions are available in a variety of formats: Email, in person, Skype and telephone. Walk-in tutoring is available on a first-come, first-served basis. Peer tutors are available for either hour or half-hour sessions. To schedule an appointment, visit www.rich37.com/bellevue, stop by the Tutor Center or call 1- 800-756-7920, ext. 557-7430. Visit bellevue.edu/tutoring for additional information regarding the Tutor and Study Skills Program.

Writing Center
The Writing Center serves all students, faculty, and staff. Writing assistance is available in the Learning Commons area of the Library Center on the main campus, or by email at writing@bellevue.edu. Writing Center consultants are not proofreaders; they focus on helping you develop skills that will lead to successful writing in the future. For more information, email writing@bellevue.edu, call 402-557-5449, or visit bellevue.edu/writingcenter.
Student Services

Bookstore
The University’s new Baright Bookstore opened in February 2008. Thanks to the generosity of the Hollis and Helen Baright Foundation and Follett Corporation, the 6,700-square-foot building provides nearly twice the usable space of the former bookstore. The store, operated by Follett, specializes in textbooks, school supplies, and promotional items. The bookstore is also accessible if you study online, offering online ordering of required texts and materials at efollett.com.

BRUIN – Bellevue Real-Time User Information Network
BRUIN is the Bellevue Real-Time User Information Network—a secure, online access to account information and web services at the University. Upon inquiring at the University, a BRUIN account is created for you. As you progress through admissions, become a student, and graduate, BRUIN web services change to meet your needs. See the Student Handbook or bellevue.edu for more information.

New Student Orientation
Participation in New Student Orientation (NSO) is the first step in becoming a successful Bellevue University student. NSO is held on the main campus prior to each Fall and Spring term. The NSO eases your transition to Bellevue University by helping you become more familiar with the physical layout of campus and support services. Resources available to you include, but are not limited to, the Tutoring and Writing Centers, Library, Academic Advising, Career Coaching Center, and Student Financial Services. NSO attendees also have the opportunity to meet administrators, faculty, staff, and fellow classmates. The knowledge you acquire and relationships you begin to form at NSO will help you achieve your educational goals. Make the most of your BRUIN Experience!

OneStop Service
The OneStop Service Center department, located in the Welcome Center of the Administrative Services Building on main campus, provides prospective students, current students, alumni, and visitors with an array of services to resolve their most common questions related to Bellevue University. OneStop Counselors are knowledgeable in guiding students to specialized resources when necessary. OneStop support is available through the website by clicking the “Need Help” icon, or a OneStop Counselor can be contacted directly either by emailing OneStop@bellevue.edu or by calling (800) 756-7920.

Student Center
The Margre H. Durham Student Center is a focal point for student activities. The building accommodates your social, recreational, and leisure-time needs and interests. The student center is the main location for functions sponsored by the Student Advisory Council. Facilities and offices located in the student center include the Student Activities Offices, Game Room, Atrium, Quiet Lounge, and Cafeteria.

Center Rental — The building can be reserved for any student, faculty, or staff group, as well as for off campus groups. The facility seats persons requiring a convenient place where social functions can be conducted. Facilities may be rented for meetings, training sessions, or private functions. For information, call 402-557-7372.

Student Clubs, Organizations, and Activities
The Student Activities Coordinator works in conjunction with the student leaders of University student clubs and organizations, Student Advisory Council (SAC), and staff to provide engaging campus activities. Together, they sponsor special events, as part of your BRUIN Experience, throughout the year. Events and activities such as BRUIN Week, BU Tailgates, and NewBRUINS are offered to support the mission and vision of the institution and enhance your student experience. Current active student clubs and organizations are as follows: Alpha Chi, American Marketing Association, Campus Crusade for Christ, Institute of Management Accountants (IMA), Bellevue University International Club (BUIC), Multicultural Club, Pi Gamma Mu, Sports Management Club, Student Veterans Organization (SVO), and Student Advisory Committee. For more information regarding the listed student clubs, organizations, or upcoming events, please see the Student Handbook or visit bellevue.edu.

Student Email Accounts
Email is an official means for communication within Bellevue University. Therefore, the University has the right to send communications to you via email and the right to expect those communications will be received and read in a timely fashion. Official University email accounts are available for all registered students. Official University communications will be sent to your official University email address. You are expected to check your Bellevue University email account on a frequent and consistent basis in order to stay current with university-related communications. Faculty may determine how email will be used in their classes.

Faculty may expect that your official email address is being accessed and faculty may use email for their courses accordingly.

The University will not be responsible for the handling of email by outside vendors or by departmental servers. Redirecting email does not absolve you from the responsibilities associated with communication sent to your official email address. In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.
Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

Email shall not be the sole method for notification of any legal action. While incidental personal use of email is acceptable, conducting business for profit using University resources is forbidden.

University email account usage is subject to policies outlined in the Student Handbook, and the policies section of this catalog.

Wellness Center

The Venteicher Wellness Center facility is committed to providing events and education that meet the needs of the Bellevue University community, including health, fitness, and student activities. The facility is open free of charge to you with your student ID.

Intercollegiate Athletics

Bellevue University is a member of the National Association of Intercollegiate Athletics (NAIA), an organization of small colleges and universities. The University also is a member of the Midlands Collegiate Athletic Conference (MCAC). The MCAC includes colleges in Iowa, Nebraska, Kansas, Oklahoma, Missouri, and Arkansas. The University’s mascot is Brutus, the Bruin Bear. The University competes in men’s basketball, baseball, men and women’s soccer, men and women’s golf, women’s volleyball and softball. If you are a freshman interested in participating in athletics, you will need to meet two of the three requirements listed below:

- ACT score of 18
- Upper half of high school graduating class
- 2.0 cumulative grade point average (on a 4.0 scale)

As a transferring or continuing student, you will need to accumulate a minimum of 24 institutional credit hours the two immediately previous terms of attendance and maintain a 2.0 grade point average to participate in athletics. The University’s sports programs are designed to allow student-athletes to participate in athletics while attending classes and working toward a degree in a specific area of study. Athletic scholarships are available at the coach’s discretion for student-athletes planning to be involved with any of the below mentioned intercollegiate sports.

For specific information, see Admission of Athletes section and contact the Athletic Department at 402-557-7058.

Baseball

Bellevue University’s baseball program began in 1968 and since has emerged as a national powerhouse. The Bruins have made the national tournament 14 of the past 17 years since winning the NAIA World Series in 1995, and finishing as national runner-up in 1997. The 1995 championship was the first of its kind for any Bellevue University athletic program, and remains the only one to this day.

Basketball

The Bruin basketball team has qualified for the NAIA Division II national tournament 12 times since its first appearance in 1998, finishing as the national runner up in 2004 and 2008. In 2007, the Bruins completed their most successful regular season posting a 32-2 record and finishing the regular season ranked No. 1 in the country—a first for a Bellevue University athletic team. The 2009 team advanced to the Elite Eight and the 2010 team advanced to the Final Four.

Men’s and Women’s Golf

The Bellevue University men’s and women’s golf teams began their inaugural competitive seasons during the 2011-12 academic year. New Bruin head coach Rob Brown and assistant coach Shelly Liddick recruited quality student-athletes from throughout the country and internationally in preparation for the first year of BU golf. The Bruins debuted in their first competitive action in September 2011.

Softball

The Bruin softball program began in 1997, making its first of five national tournament appearances a season later, in 1998. The softball program has reached the regional tournament 11 times, winning eight regular season conference titles and 10 conference tournament titles. The Softball program averages more than 35 wins per season.

Men’s Soccer

The men’s soccer program was inducted in 1995, and has since enjoyed great success. The Bruins have won the regular-season conference championship seven times and the conference tournament five times – 2005, 2006, 2007, 2008, and 2009. In 2008, the Bruins qualified for the national tournament for the first time in school history and finished the regular season ranked No. 6 in the country.

Women’s Soccer

Since its inception in 1994, the Bruin women’s soccer program has enjoyed its greatest success in recent years. In 2006, the team won its first-ever conference tournament title, tying a school record with 16 victories and ranked as high as No. 10 in the country. In 2007, the program laid claim to its first regular-season conference title. The Bruins qualified for the program’s first-ever national tournament in 2010 and have won two-straight conference tournament titles.

Volleyball

The Bruin volleyball program began in the mid-80s as a club team and was added as an intercollegiate program in the early 1990s. The program has won four of the last five conference tournament titles and four-consecutive regular-season conference titles (2007, 2008, 2009, and 2010). The volleyball team has made five national tournament appearances, and finished the 2008 season ranked No. 4 nationally, the highest final ranking for Bellevue volleyball to date.
Methods of Earning Credit Toward All University Programs

The following are credit courses offered by Bellevue University, including:

- Face-to-face delivery on a Bellevue University campus, satellite or outreach center, corporate location, or other college site;
- Online delivery via Bellevue University’s online learning platform;
- Blended delivery combining face-to-face and online modes.

Other options for earning credit are described below.

Flexible Study Options

Transfer of Undergraduate Credits or Degrees

Transfer may be done on a course-by-course basis or by transferring a complete degree. Course transfer guides and articulation agreement information can be found on the University website and are available in the Enrollment Management Department. The admissions staff completes tentative evaluations of transfer credits, along with a degree plan. The evaluation is useful in understanding what you may need to complete your degree and in deciding on a major.

Acceptance of Associate’s and Prior Bachelor’s Degrees

Your associate’s or bachelor’s degree from any accredited institution may enter into Bellevue University degree programs under the following conditions:

- If you have an associate’s or bachelor’s degree from another accredited institution, all credits earned under the degree, by the time of that degree’s completion, are accepted for matriculation at Bellevue University.
- You need to take those courses comprising the major concentration and any prerequisites to that concentration and meet all other degree completion requirements.

Specific articulation requirements between the first and second degree include:

Associate’s Degrees — If you hold an associate’s degree in any field, you may enter a BA, BAS, BFA, or BS degree program at Bellevue University and have no General Education Core Curriculum requirements to meet, but must satisfy Kirkpatrick Signature Series requirements.

Bachelor’s Degrees — If you hold a bachelor’s degree, you may enter a second bachelor’s degree program at Bellevue University, and have no General Education Core Curriculum or Kirkpatrick Signature Series requirements to meet.

Transfer of Graduate Credits

If you have successfully completed graduate coursework at other accredited institutions, you may request an evaluation of these credits. A maximum of 6 graduate credits with a minimum grade of “B” or above may be transferred to Bellevue University. Because the Master of Arts in Management, Master of Science in Justice Administration and Crime Management, Master of Public Administration, Master of Science in Instructional Design and Development, and Master of Security Management are cohort-based programs, all credits must be completed in residence—no transfer credits are accepted.

Application of Transfer Credit and Credit for Nontraditional Learning

You may earn academic credit for learning you acquired through sources other than college classes and/or be granted credit for college-level learning acquired outside of a regionally accredited college setting. Assessment of such learning will be conducted or validated by Bellevue University based on the standards promulgated by nationally recognized educational agencies such as the American Council on Education (ACE), the Council of Adult and Experiential Learning (CAEL), the North Central Association of Colleges and Schools-Higher Learning Commission (NCAS-HLC), and the Council for Higher Education Accreditation (CHEA). In addition to satisfying the General Education Core, you will be required to complete the Kirkpatrick Signature Series.

You may earn credits toward General Education Core Curriculum, majors, and electives through:

1. Courses offered by the College of Arts and Sciences, the College of Business, or the College of Science and Technology;
2. Transfer credit from other accredited institutions of higher education completed with a grade of “C-” or higher, or earned as part of an associate degree. The Kirkpatrick Signature Series courses must be completed in residence, in class or online;
3. Credits from CLEP, DSST, NYU Foreign Language Proficiency exams, Computer Proficiency tests, or ACT/RCE testing (see page 40);
4. Credits through Experiential Learning Assessment (ELA);
5. Credits earned through non-college learning as authorized by the guide of the American Council on Education (ACE), by articulation agreement with Bellevue University or other accredited and approved forms of college-level learning. This includes ACE high school Advanced Placement tests;
6. Military experience and training;
7. Other accredited and approved forms of college-level learning.

NOTE: Transfer credit, ELA credit, CLEP/DSST, NYU Foreign Language Proficiency exams, and Computer Proficiency tests are not computed into the Bellevue University grade point average.
CLEP/DSST Testing

CLEP and DSST offer more than 80 testing opportunities to earn college credit. Detailed information about CLEP and DSST such as the tests offered, the number of credits you may earn, the required score, and important links to the CLEP and DSST web sites may be found at bellevue.edu/testcenter.

CLEP and DSST tests contain multiple choice questions which are answered directly on a computer. You immediately receive your results upon completion of the test with the exception of the DSST Principles of Public Speaking and the CLEP College Composition tests which take eight to 10 weeks to receive score results. Each CLEP test is timed for 90 minutes and each DSST test is timed for two hours. CLEP and DSST scores are Pass or Fail; they do not affect GPA.

You may contact your Academic Advisor, your Enrollment Counselor, or the Test Center for information about these testing programs and associated credit.

New York University (NYU)
Foreign Language Proficiency Exams

Bellevue University is an authorized test center for NYU Foreign Language Proficiency exams, which offer the opportunity to earn college credit for advanced learning in foreign languages. These languages are available:

- Afrikaans
- Albanian
- Arabic
- Armenian
- Bengali
- Bosnian
- Bulgarian
- Catalan
- Chinese—Cantonese
- Chinese—Mandarin (Traditional and Simplified)
- Croatian
- Czech
- Danish
- Dutch
- Finnish
- Greek (Modern)
- Gujarati
- Haitian Creole
- Hebrew
- Hindi
- Hungarian
- Ibo
- Icelandic
- Indonesian
- Irish (Gaelic)
- Italian
- Japanese
- Korean
- Latin
- Lithuanian
- Malay
- Norwegian
- Persian
- Polish
- Portuguese (Brazilian)
- Punjabi
- Romanian
- Russian
- Serbian
- Swahili
- Swedish
- Tagalog
- Thai
- Turkish
- Ukrainian
- Urdu
- Vietnamese
- Yiddish
- Yoruba

NOTE: French, German, and Spanish are available as CLEP exams.

NYU Foreign Language Proficiency exams are ordered from NYU by the Test Center. The entire process of ordering, administering, and receiving results may take up to 16 weeks. NYU Foreign Language Proficiency exams are Pass or Fail; they do not affect GPA. NYU Foreign Language Proficiency exams consist of four components: listening skills, composition, translation to English, and translation from English. All exams must be completed within two hours.

Please review the additional information about NYU Foreign Language Proficiency exams at bellevue.edu/testcenter.

Computer Proficiency Tests (CPT)

These 12 tests include Access, Excel, Power Point, and Word. Tests are available in Beginner, Intermediate, and Advanced level. These tests have been designed to assess your knowledge of the Microsoft Office Suite applications. These tests fulfill lower level elective credit and match the proficiency needed to pass a Beginner, Intermediate, or Advanced college course. The tests are computer based, and scores are immediately available.

Experiential Learning Assessment

Through Experiential Learning Assessment (ELA), you may earn credit for college-level learning achieved through work, outside activities, and life experiences. Credit granted for nontraditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University grade point average. This learning can be evaluated for credit through testing or Experiential Learning Assessment. ELA students present life experiences in the form of an ELA portfolio. Before preparing a portfolio for faculty evaluation, students are required to complete a two credit course, ELA 201 Experiential Learning Assessment Seminar. ELA 201 educates students how to prepare a portfolio documenting identifiable college-level learning acquired through life experiences. The Registrar, in accordance with University policy, will determine whether such credits satisfy major, core, or general elective requirements toward a bachelor’s degree. Please visit bellevue.edu or email ela@bellevue.edu for additional information.

Independent Study

Courses regularly scheduled during your normal matriculation usually will not be approved for Independent Study. Under the Independent Study option, you must obtain permission to register for a maximum of 18 undergraduate credit hours (or 6 graduate credit hours) through special arrangement with the Dean’s Office of the sponsoring college and individual faculty members. This option allows you to contract (under certain circumstances) to take courses in the Bellevue University Catalog on an individual basis if approved. To register for Independent Study courses, please contact the Dean’s Office of the sponsoring College in which you are enrolled to initiate the process. In most cases, approval for an Independent Study course will be needed, and you are required to register prior to the last day for late registration. The Dean of the sponsoring college must approve any deviation from this procedure.
Topics Courses

Some areas of study have an experimental course labeled “Topics” for use in exploring a particular area of interest in the form of a directed reading, practicum, internship, thesis, or other independently arranged course not otherwise offered at Bellevue University. Courses are identified by the selected area of study (CA, BA, etc.), followed by the number 399 or 499. Course titles are formatted as “Topics in ___ (area of study).” Each course is assigned its own unique designation. You select course content in conjunction with the sponsoring faculty member if offered as Independent Study, or by a full-time faculty member planning an experimental course if offered as a class. A brief syllabus or course outline must be approved by the appropriate college Dean, and forwarded to the Registrar for inclusion in the University’s schedule master. A topics course may be offered two times under the conditions of this policy. Should the course be requested for a third time, it must be approved by the Chief Academic Officer, and it must follow the established procedures for adding a new course on a permanent basis to the University curriculum/catalog.

Course Clusters

Course clusters offer an intensive, interdisciplinary examination of a particular subject from interlocking perspectives or an integrated view of a particular time in history from literary, social, historical, or other relevant perspectives. The goal of a course cluster is to link these perspectives holistically to encourage real world thinking about complex topics, and to broaden your comprehensive knowledge of the chosen content area or the historical significance of events and developments. Course clusters also may include a skills-based and an application course that, offered together, provide a more meaningful learning experience. Course clusters are 6 to 9 credit hours and are used to meet general education and elective course requirements.

Online Courses and Programs

Online education allows you to obtain all class materials and earn a degree through the Internet. With Internet access, you go online, take classes, participate in discussions with students and professors, conduct research at the online library, and talk to your online Academic Advisor. Online classes are small to give the active learning advantage that characterizes Bellevue University.

The University has developed an award-winning online learning environment that:

• provides a highly interactive learning experience;
• utilizes assessment technology with feedback from you, your peers, and your instructor;
• integrates applied concepts in the learning process;
• sets and monitors participation levels for you and your instructors;
• treats the classroom as a dynamic, resource-rich environment that takes you beyond the limits of traditional classroom walls to become an information-age learner.

By using the easy-to-follow links, you can attend class, meet with fellow students, discuss lessons with instructors, complete assignments, and conduct research. You may log on 24 hours a day, seven days a week from most anywhere in the world (all courses are conducted in English), email professors, meet with students for discussion and group study—all while earning a degree on your own schedule.

Online courses count toward the 30-credit hour residency requirement. There is no requirement to come on campus.

Online Master of Science in Clinical Counseling (MSCC) students will be required to use a webcam and Adobe Connect links to participate in scheduled microskill sessions for some courses. This requirement is necessary to meet state licensure and national accrediting standards.

Undergraduate Degree Requirements

Undergraduate Degrees

• Bachelor of Arts (BA)
• Bachelor of Applied Science (BAS)
• Bachelor of Science (BS)
• Bachelor of Fine Arts (BFA)

The purpose of earning a degree at Bellevue University is to enable you to pursue the career of your choice.

Bellevue University offers four undergraduate degrees: the Bachelor of Arts, the Bachelor of Applied Science, the Bachelor of Science, and the Bachelor of Fine Arts. Programs are offered in a traditional term-by-term format and in an accelerated, cohort-based format.

The degree requirements for traditional and accelerated degree programs are explained below. All degree programs are designed to provide both breadth and depth in academic experience. You are required to complete the General Education Core providing background and foundation knowledge to build academic excellence and career flexibility. In addition to the General Education Core, you will complete a major in at least one academic area. Courses taken in a major area are accepted, where applicable, in meeting the requirements of the General Education Core. A minimum of 124 credit hours is required for a Bachelor of Applied Science, 127 credit hours is required for a Bachelor of Arts or Bachelor of Science, and 132 credit hours for a Bachelor of Fine Arts. It is highly recommended that you complete as many of the General Education Core courses as possible during your freshman and sophomore years. This will provide the educational background, knowledge, and skills to assist in assimilation of content of upper-level courses.

Traditional

Traditional programs are offered in a format following the conventional Fall, Winter, Spring, and Summer terms. The programs leading to a Bachelor of Arts are offered in the humanities and related disciplines. The Bachelor of Science degree programs place more emphasis on research and scientific method. The Bachelor of Applied Science is
offered for students who have completed a technical career focus and have an Associate of Applied Science degree or Associate of Applied Technology degree.

Cohorts

All Bellevue University accelerated and some non-accelerated programs are offered in the cohort-based format. A cohort is a group that works together to complete a degree; you complete each of your courses with the individuals in your cohort.

Accelerated

The accelerated programs are offered in the cohort-based format that emphasizes applied, active learning. Programs are offered in class and online. Requirements allow flexibility in sources of learning and specific coursework. This allows you to tailor your bachelor’s education, taking into account personal career or life goals, time or schedule constraints, and credits previously earned.

Bachelor’s Degree Requirements

- General Education Core
- Kirkpatrick Signature Series
- Major Requirements
- Electives (as needed)
- Total requirement of 124 semester credit hours for BAS Degrees. All credit hours are stated in semester hours.
- Total requirement of 127 semester credit hours for BA and BS Degrees. All credit hours are stated in semester hours.
- Total requirement of 132 semester credit hours for BFA Degrees. All credit hours are stated in semester hours.

To graduate, you will need to:

1. Provide verification of high school completion or the equivalent;
2. Complete a minimum of 127 credit hours (Bachelor of Science, Bachelor of Arts) and have an overall grade point average of 2.0 or higher in courses taken at Bellevue University; the Bachelor of Fine Arts requires 132 hours; the Bachelor of Applied Science requires 124 hours;
3. Complete the General Education Core, including the Kirkpatrick Signature Series;
4. Complete the requirements for a major in at least one academic area and have a grade point average of 2.5 or higher in the major area courses;
5. Complete at least 12 hours of upper-level major credit in-residence, 24 for Accounting; 21 for Business Administration;
6. Complete at least 30 hours of upper-level credit; and
7. Meet residence requirements of 30 hours at Bellevue University.

Second Bachelor’s Degree

If you are a Bellevue University undergraduate alumnus seeking a second bachelor’s degree, you need to meet the following requirements:

1. Complete all requirements of the first bachelor’s degree;
2. Apply for and receive the first bachelor’s degree; and
3. Complete all GPA, major, and other academic and procedural requirements in effect at the time of enrollment in a second bachelor’s degree program, and earn a minimum of 157 semester credit hours. Two degrees of any type may not be awarded simultaneously.

Non-Degree Status

If you wish to transfer credits from Bellevue University to another institution, for personal or career enhancement, you may enroll as non-degree seeking student.

If you are changing status from a “non-degree seeking” to “degree-seeking,” please complete a degree-seeking application with the Enrollment Management Department. You will be subject to the requirements for graduation contained in the catalog in effect at the time you become “degree-seeking.” If evaluation and review of your credentials indicates that you have misrepresented yourself, your admission, registration, and degree status may be invalidated.

Academic Credit Evaluation

Student Records conducts initial evaluations of your academic records, to ensure all required academic documentation is on file, and to apply transfer credit to Bellevue University degree programs in accordance with established policies. Complete reevaluations of these records are conducted only when you change degree programs, majors, and/or when you change University catalog. A final audit of your academic records is conducted by the Registrar. The Registrar’s Audit ensures all required academic documentation is on file, and all degree requirements are completed prior to receiving your Bellevue University diploma.

Undergraduate Degree Residence Requirements

Residency in the State of Nebraska is not required. The only residence requirements relate to courses taken through Bellevue University.

1. If you wish to earn a degree, you are required to have at least 30 credit hours of in-residence courses at Bellevue University; including a minimum of 12 hours in upper-level (300-400) courses in your major area (24 hours for Accounting and 21 hours for Business Administration Majors). Online and in class courses count toward residence hours; ELA credits, transfer hours, or credits earned through testing do not count toward residence.
2. If you wish to earn a second degree, residence requirements dictate that you complete an additional 30 credit hours in residence, earned after conferral of your first degree.
Declaring a Major

Each candidate for graduation must select a major. It is strongly recommended that this selection be made by the end of the sophomore year. A decision will facilitate Academic Advising for the junior and senior year program. You should officially declare a major field of concentration by the time you have completed 60 credit hours.

Majors are classified in two ways:

**Single** – To major in a single area of study, you are required to complete all the courses specified by that area in addition to the General Degree Requirements.

**Multiple** – To earn a degree with a major field of concentration in more than one area of study, you will need to fulfill the General Degree Requirements and the requirements of each major field selected. Your permanent records will reflect each major area.

Prerequisite for the Accelerated Major

Bellevue University offers Accelerated Bachelor’s Degree Completion Programs for working adult students who have completed an associate’s degree or a minimum of 60 semester hours of transferable credit from regionally accredited institutions of higher education. Prior to beginning the cohort-based major, you need to:

1. Possess an associate’s degree, or 60 semester hours completed with a grade of “C-” or higher from an accredited institution of higher learning. Please submit copies of official transcripts. You will need to order and submit official transcripts as soon as possible;
2. Some programs require students to be currently employed in a work setting where the academic content of the major can be applied (your admissions counselor will advise you accordingly);
3. Some programs require students to possess three years of significant work experience relevant to the major (your admissions counselor will advise you accordingly);
4. Submit an Application for Admission, completed, signed, and accompanied by the $50 processing fee.

NOTE: Specific majors may have additional requirements which can be found under your specific major’s requirements.

After meeting these qualifications, you will be granted full admittance. If you do not meet the qualifications for full academic acceptance, you will be considered by the Admissions and Standards Committee, which may approve exceptions on an individual basis. You will be notified of the committee’s decision.

Minors

Selection of a minor is not a graduation requirement. To have a minor posted to your Bellevue University transcript, you will need to complete 9 credit hours in residence.

Declaring a Minor

Academic minors are available to enrich your educational focus as an undergraduate. A minor is a recognized group of courses in a specific discipline that enhances general learning, complements the your major, or improves your prospects for employment. You should consult with a faculty advisor from the appropriate area of study about minor selection. Minors typically require between 18 and 27 credit hours to complete. Minors require a minimum GPA of 2.5, 9 upper-division credit hours, and three courses (9 credit hours) in residence at Bellevue University (excluding the business minor). Upper-level courses need to represent 6 of the residence credit hours. Minors are not available in Accelerated Bachelor’s Degree Completion Programs.

Emphases

At the undergraduate level, emphases provide an area of focus and a choice of options for more in-depth study within a bachelor’s degree program. Emphases are generally 9 to 15 credit hours (less than the requirements of a minor) and are designed to provide you with choices in a disciplinary area of interest. You should consult with your Academic Advisor to effectively design a degree plan that integrates one or more emphases in your degree program.

Certificates of Completion

Certificates of completion are awarded for a set of courses that define a specialization that is generally recognized in the workplace. A certificate of completion is not an academic award, but rather an acknowledgement or recognition of your learning in a content domain. The courses will be included on your transcript, and upon request, on a printed certificate of completion.

The General Education Core and The Kirkpatrick Signature Series

Mission

The General Education Core is central to the mission of Bellevue University. It serves to develop the broad knowledge, skills, values, and attitudes commonly held by educated people, and necessary to the full participation in the responsibilities of citizenship.

Purpose

The General Education Core courses help you acquire the skills, conceptual and factual knowledge, and ability to conduct structured inquiry as a foundation to all the areas of knowledge commonly held by educated persons, and that permit full understanding of the material presented in the various major courses of study offered by the University. They furthermore provide the necessary foundation for lifelong learning.
**General Education Core**

(36 credit hours)

All credit hours are stated in semester hours.

**Basic Communication (BC) (9 credit hours)**
The study of skills required for effective oral and written communication.
- Composition I (EN 101)
- Composition II (EN 102)
- Oral Communication Skills (CA 109 or CA 103 transfer)

**Human Behavior (HB) (6 credit hours)**
The application of the scientific method to the study of society and of human behavior and mental processes.
- Anthropology (any course/s)
- Psychology (any course/s)
- Sociology (any course/s)

**Human Civilization (HC) (6 credit hours)**
The study of the changes in and varieties of culture — a society’s practices, beliefs, and values — from prehistoric to contemporary times.
- Culture (any course/s)
- Geography (any course/s)
- History (any course/s)
- International Studies (any course/s)
- Political Science (any course/s)
- Women’s Studies (any course/s)

**Human Expression (HE) (6 credit hours)**
The study of the means by which human beings communicate their understanding of their times and use symbol systems to create meaning and share it across time.
- Art (any course/s)
- Art History (any course/s)
- Communication (any course/s)
- Graphic Design (any course/s)
- Foreign Languages (any course/s)
- Humanities (any course/s)
- Literature (any course/s)

**Human Thought (HT) (3 credit hours)**
The use of human reason to speculate on the nature of reality.
- Economics (any course)
- Philosophy (any course)

**Natural Science (NS) (3 credit hours)**
The application of the scientific inquiry to the study of physical processes.
- Any Natural Science Course (Biology, Chemistry, Physics, or select course clusters)

**Mathematics (MA) (3 credit hours)**
The study of critical thinking and quantitative relationships
- Intermediate Algebra (MA 101 or IGEN 102 Using Critical Thinking with Mathematics and Statistics)
- a more advanced skill-level mathematics course (excludes MA 100 and MA 140 — Business Math)

**The Kirkpatrick Signature Series (9 credit hours)**
The study of democratic theory, of the application of its conception of equal rights and liberty to all citizens, of the economic system most coherent with it, and of the responsibilities that accompany human freedom. Must be taken through Bellevue University and may not be applied to any other area of the core.
- LA 400 American Vision and Values
- LA 410 Tradition and Change
- LA 420 Freedom and Responsibility

The substitution of transfer courses and the use of Experiential Learning Assessment (ELA) credit is made as designated by the office of the appropriate college Dean. There is a designated CLEP/DSST examination or in-house examination available for each of the General Education Core requirements, except for the Kirkpatrick Signature Series requirement. There is no substitution, ELA, or transfer courses for the Kirkpatrick Signature Series.

**General Education Packaged Core**

To help you complete the requirements of the General Education Core, we have streamlined and packaged our core requirements into five 9 credit online cluster courses, the General Education Packaged Core.

**Communicating for Results (9 credit hours)**
- CA 109 Oral Communication Skills (BC)
- IGEN 110 Audience Connections (HE)
- IGEN 111 Great Speakers and Speeches in History (HE)

**Composition, Character, and Comedy (9 credit hours)**
- EN 101 Composition I (BC)
- EN 260 Comedy on Stage and Screen (HE)
- IGEN 160 Introduction to Virtue Ethics (HT)

**Critical Thinking In The Real World (9 credit hours)**
- IGEN 102 Using Critical Thinking with Mathematics and Statistics (MA)
- IGEN 202 Using Critical Thinking to Understand Western Civilization (HC/HT)
Journeys of Awareness: Reading Books, People, and the Environment (9 credit hours)
- EN 102 Composition II (BC)
- IGEN 292 Temperament and Intelligence (HB)
- IGEN 293 Journeys of the Human Spirit in the Arts (HE)
Plus, select one of the following two clusters:

In Sickness and in Health (9 credit hours)
- IGEN 206 The Anatomy of Health (NS)
- IGEN 216 Do No Harm (HT)
- IGEN 226 Bacterial Warfare: An Ancient Art (HC)

Nobel Wouldn’t Have Won His Own Prize and Polar Bears Aren’t White: The History, Philosophy, and Practice of Science (9 credit hours)
- IGEN 203 History of Science (HC)
- IGEN 213 Philosophy of Science (HT)
- IGEN 223 Nature, Ecology, and Environment (NS)

Graduate Degree Requirements

Graduate Degrees
- Master of Arts (MA)
- Master of Science (MS)
- Master of Business Administration (MBA)
- Master of Healthcare Administration (MHA)
- Master of Project Management (MPM)
- Master of Public Administration (MPA)
- Human Capital Management (Ph.D.)

Please refer to doctorate bulletin for the Ph.D. in Human Capital Management requirements. All credit hours are stated in semester hours.

To receive your graduate degree, you are required to:
1. Meet all admission requirements;
2. Complete all curriculum requirements listed in the assigned University catalog;
3. Pass all degree-required graduate courses with a grade of “C” or better;
4. Attain an overall GPA of 3.0 or higher.

Graduate Degree Residence Requirements
1. Have at least 30 credit hours in residence courses at Bellevue University (online courses are in residence);
2. For a second degree, you need to complete an additional minimum 18 credit hours in residence — earned after conferral of first degree.

Second Graduate Degree
After earning a graduate degree from Bellevue University, to receive a second graduate degree, you need to:
1. Complete all requirements of the first graduate degree;
2. Apply for and receive the first graduate degree;
3. Complete a minimum of 18 additional graduate credit hours from Bellevue University, with the exception of the Master of Science in Clinical Counseling (MSCC), which requires a minimum of 12 additional graduate credit hours — only for MSHS and degree from Bellevue University;
4. Complete all GPA and other academic procedural requirements in effect at the time of enrollment in a second graduate degree program.

Two graduate degrees may not be awarded simultaneously.

Concentrations
Concentrations provide an area of focus and a choice of various options in content areas for in-depth study within your master’s degree program. Concentrations are generally 9 credit hours (although some concentrations may be more than 9 credit hours) and may be taken in addition to the master’s degree requirements or, in some degree programs, they may be taken as part of the required credit hours.
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Gordon T. Watanabe
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Charles W. Wilson
Civic Leader
Fall 2012 Classes

12 Week Sessions

Fall Session
May 7 – August 26, 2012 ....................... Registration
August 27, 2012 ............................. Classes Begin
September 2, 2012 . . Last Day for Late Registration/Adding a Class
September 3, 2012 ............................. Labor Day - University Closed
October 21, 2012 . . Last Day to Drop a Class or Change to “Audit”
November 17, 2012 ............................. Fall Session Ends

Fall II Session
May 7 – September 23, 2012 ..................... Registration
September 24, 2012 ............................. Classes Begin
September 30, 2012 . . Last Day for Late Registration/Adding a Class
November 18, 2012 Last Day to Drop a Class or Change to “Audit”
November 22, 2012 ..................... Thanksgiving Day - University Closed
December 15, 2012 ............................. Fall II Session Ends

Winter 2012/2013 Classes

12 Week Session

Winter Session
September 10 – November 25, 2012 ..................... Registration
November 26, 2012 ............................. Classes Begin
December 2, 2012 . . Last Day for Late Registration/Adding a Class
December 20, 2012 .............. Holiday Break Begins at 8:00 a.m.
January 3, 2013 ............................. Classes Resume
January 26, 2013 ............................. Winter Commencement Ceremony
February 3, 2013 . . Last Day to Drop a Class or Change to “Audit”
March 2, 2013 ............................. Winter Session Ends

Spring 2013 Classes

12 Week Session

Spring Session
March 11, 2013 ............................. Classes Begin
March 17, 2013 . . . . Last Day for Late Registration/Adding a Class
May 5, 2013 ............................. Last Day to Drop a Class or Change to “Audit”
May 27, 2013 ............................. Memorial Day – University Closed
June 1, 2013 ............................. Spring Session Ends
June 1, 2013 ..................... Spring Commencement Ceremony

Summer 2013 Classes

Summer 10-Week Session
March 25 – June 2, 2013 ................ Registration
June 3, 2013 ............................. Classes Begin
June 9, 2013 ............................. Last Day for Late Registration/Adding a Class
July 4, 2013 ............................. Independence Day – University Closed
July 21, 2013 ............................. Last Day to Drop a Class or Change to “Audit”
August 10, 2013 ............................. Summer Session Ends

Summer 11-Week Session (only for cluster courses)
March 25 – June 2, 2013 ................ Registration
June 3, 2013 ............................. Classes Begin
June 9, 2013 ............................. Last Day for Late Registration/Adding a Class
July 4, 2013 ............................. Independence Day – University Closed
July 21, 2013 ............................. Last Day to Drop a Class or Change to “Audit”
August 17, 2013 ............................. Summer Session Ends

Graduation conferrals occur monthly throughout the year.

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**Fall 2013 Classes**

**12 Week Sessions**

**Fall Session**
- May 6 – August 25, 2013 .................................... Registration
- August 26, 2013 ........................................ Classes Begin
- September 2, 2013 ..................... Last Day for Late Registration/Adding a Class
- October 20, 2013 ..................... Last Day to Drop a Class or Change to “Audit”
- November 16, 2013 ......................... Fall Session Ends

Graduation conferrals occur monthly throughout the year.

**Fall II Session**
- May 6 – September 22, 2013 ....................... Registration
- September 23, 2013 ................................. Classes Begin
- September 29, 2013 ...................... Last Day for Late Registration/Adding a Class
- November 17, 2013 Last Day to Drop a Class or Change to “Audit”
- November 28, 2013 ....... Thanksgiving Day - University Closed
- December 14, 2013 ......................... Fall II Session Ends

Graduation conferrals occur monthly throughout the year.

**Winter 2013/2014 Classes**

**12 Week Session**

**Winter Session**
- September 9 – November 24, 2013 .................... Registration
- November 25, 2013 ............................... Classes Begin
- November 28, 2013 ........... Thanksgiving Day - University Closed
- December 20, 2013 ........... Last Day for Late Registration/Adding a Class
- January 3, 2014 .................. Holiday Break Begins at 8:00 a.m.
- January 25, 2014 ............... Winter Commencement Ceremony
- February 2, 2014 ........... Last Day to Drop a Class or Change to “Audit”
- March 1, 2014 ..................... Winter Session Ends

Graduation conferrals occur monthly throughout the year.

**Spring 2014 Classes**

**12 Week Session**

**Spring Session**
- Dec. 2, 2013 – Mar. 9, 2014 ......................... Registration
- March 10, 2014 ................................ Classes Begin
- March 16, 2014 .................. Last Day for Late Registration/Adding a Class
- May 4, 2014 .................. Last Day to Drop a Class or Change to “Audit”
- May 26, 2014 ................... Memorial Day – University Closed
- May 31, 2014 ...................... Spring Session Ends
- June 7, 2014 ................ Spring Commencement Ceremony

Graduation conferrals occur monthly throughout the year.

**Summer 2014 Classes**

**Summer 10-Week Session**
- March 24 – June 1, 2014 ......................... Registration
- June 2, 2014 ................................ Classes Begin
- June 7, 2014 ............... Spring Commencement Ceremony
- June 8, 2014 ...................... Last Day for Late Registration/Adding a Class
- July 4, 2014 ................ Independence Day – University Closed
- July 20, 2014 ................ Last Day to Drop a Class or Change to “Audit”
- August 9, 2014 ................ Summer Session Ends

Graduation conferrals occur monthly throughout the year.

**Summer 11-Week Session (only for cluster courses)**
- March 24 – June 1, 2014 ......................... Registration
- June 2, 2014 ................................ Classes Begin
- June 7, 2014 ............... Spring Commencement Ceremony
- June 8, 2014 ...................... Last Day for Late Registration/Adding a Class
- July 4, 2014 ................ Independence Day – University Closed
- July 20, 2014 ................ Last Day to Drop a Class or Change to “Audit”
- August 16, 2014 ................ Summer Session Ends

Graduation conferrals occur monthly throughout the year.
Campus Maps

1. Durham Administration Building
2. Hitchcock Humanities Center
3. Riley Technology Center
4. Freeman/Lozier Library
5. R. Joe Dennis Learning Center
6. Margre H. Durham Student Center
7. Gordon Lozier Athletic Center
8. Venteicher Wellness Center
9. Hollis and Helen Baright Bookstore
10. Educational Services Building
11. Maintenance
12. Rotert Office Building
13. Educational Technology Building
14. John B. Muller Administrative Services Building

Emergency Call Station
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